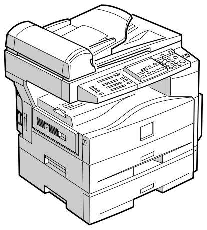
DSm415/DSm415f/DSm415pf
LD015/LD015f/LD015spf
Aficio™ 1515/1515F/1515MF

Operating Instructions
General Settings Guide



1 Getting Started

2 Combined Function Operations

3 User Tools (System Settings)

4 Troubleshooting

5 Other Function

6 Entering Text

7 Security

8 Specifications

Read this manual carefully before you use this product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information in the "Copy Reference" before using the machine.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

220 - 240V, 50/60Hz, 4A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” in the Copy Reference.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- ❒ Manuals provided are specific to machine type.
- ❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- ❒ Two CD-ROMs are provided:
  - CD-ROM 1 “Operating Instructions for Printer/Scanner”
  - CD-ROM 2 “Scanner Driver & Document Management Utilities”

❖ General Settings Guide (this manual)

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ Network Guide (PDF file - CD-ROM1)

Describes procedures for configuring the machine and computers in a network environment.

❖ Copy Reference

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ Facsimile Reference <Basic Features>

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ Facsimile Reference <Advanced Features>

Describes advanced functions and settings for key operators.

❖ Printer Reference 1

Describes system settings and operations for the machine's printer function.

❖ Printer Reference 2 (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ Scanner Reference (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled “Scanner Driver & Document Management Utilities”.

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes the installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled “Scanner Driver & Document Management Utilities”.

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes the installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PostScript3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (available from an authorized dealer, or as a PDF file on our Web site)

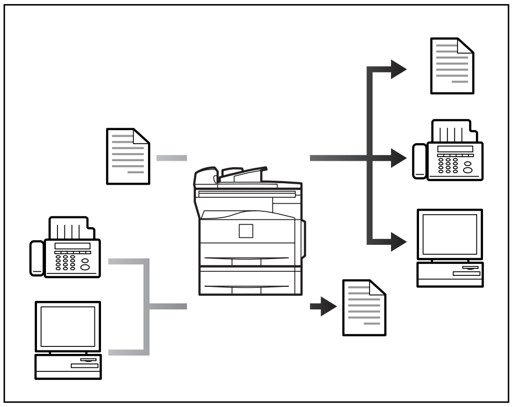
What You Can Do with This Machine

The following introduces the functions of this machine, and the relevant manuals containing detailed information about them.

Note

❒ Some functions many not be available depending on your machine type.

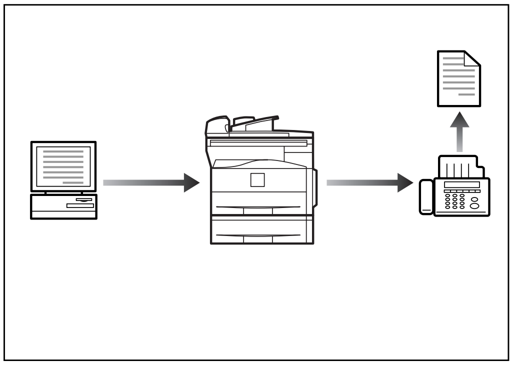
Copier, Facsimile, Printer, and Scanner Functions


ABU005S

This machine provides copier, facsimile, printer, and scanner functions.

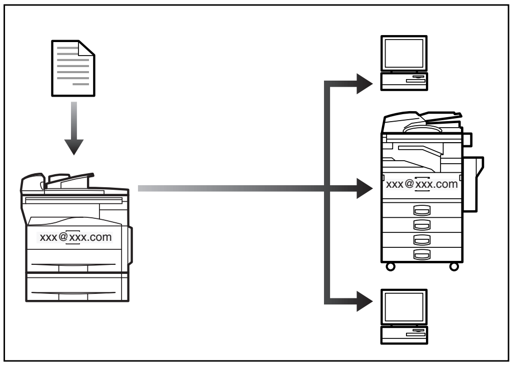
- You can make copies of originals. See *Copy Reference*.
- You can send originals by fax or e-mail, and receive faxes from other parties. See *Facsimile Reference <Basic Features>*, and *Facsimile Reference <Advanced Features>*.
- You can print documents created in computer applications. See *Printer Reference 1*, and *Printer Reference 2*.
- You can scan originals and send scan files to a computer. See *Scanner Reference*.

Paperless Fax Transmission


ABU006S

- You can send documents created in computer applications to another party's fax machine directly, without printing (Sending fax documents from computers). See *Facsimile Reference <Advanced Features>*.

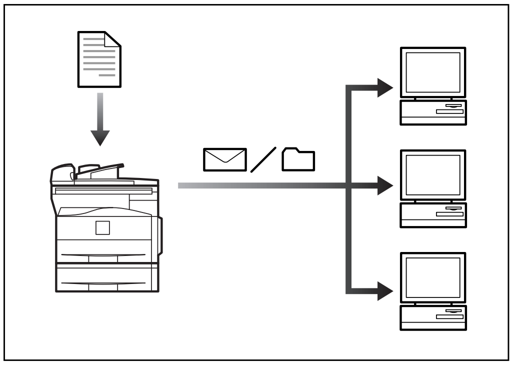
Fax Transmission and Reception through the Internet



ABU007S

- You can send fax documents through e-mail by specifying the recipient's e-mail address (Transmitting Internet Fax).
  You can receive sent documents via Internet Fax, or from computers (Receiving Internet Fax).
  See *Facsimile Reference<Basic Features>*.

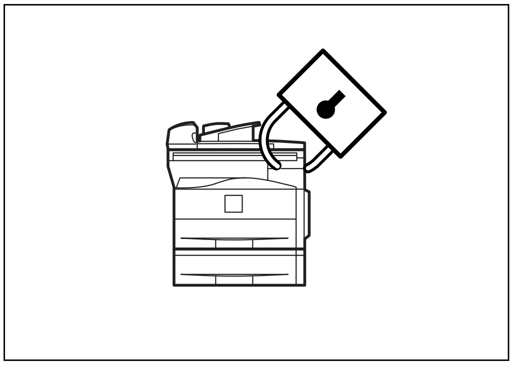
Using the Scanner in a Network Environment



ABU008S

- You can send scan files to a specified destination using e-mail (Sending scan file by e-mail). See *Scanner Reference*.
- With ScanRouter V2 Professional/Lite, you can save scan files in specified destinations on network computers (Using the network delivery scanner function). See *Scanner Reference*.

Administrating the Machine (Security Functions)


ABU009S

The security functions protect documents from being copied without permission or unauthorized access via the network. See p.85 “Security”.

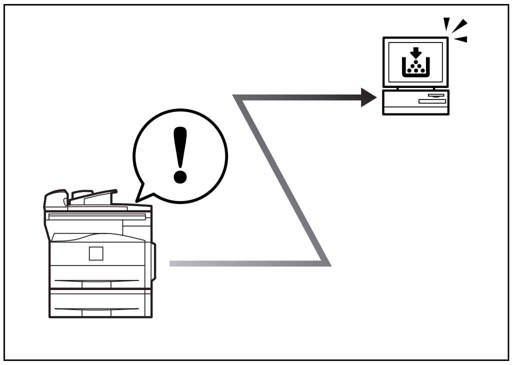
Note

❒ This function is only available when the printer/scanner and fax units are installed.

❖ Security Functions

- Protecting against unauthorized access via phone lines
- Authenticating administrator (setting the key operator code) See p.33 “Key Operator Code”.

Monitoring the Machine Using a Computer


ABU010S

You can monitor machine status and change settings using a computer.

- Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as to check on paper quantities, or misfeeds, etc. See *Network Guide*.
- You can use a Web browser to make network settings. See *Network Guide*.
- You can also use a Web browser to register and manage items such as user codes, fax numbers, and e-mail addresses in the Address Book. See the Web browser's Help.

Note

❒ Monitoring and management using a Web browser are only available when the expansion board is installed.

TABLE OF CONTENTS

Manuals for This Machine ...... **i**
What You Can Do with This Machine ...... **iii**
Copier, Facsimile, Printer, and Scanner Functions iii
Paperless Fax Transmission iii
Fax Transmission and Reception through the Internet iv
Using the Scanner in a Network Environment iv
Administrating the Machine (Security Functions) v
Monitoring the Machine Using a Computer v
Copyrights and Trademarks **1**
Trademarks 1
Information about Installed Software 2
How to Read This Manual **8**
ENERGY STAR Program **9**

1. Getting Started

Guide to Components **11**
Other Items **13**
Control Panel **15**
Display 17

2. Combined Function Operations

Changing Modes **19**
Multi-Access **21**

3. User Tools (System Settings)

User Tools Menu (System Settings) **23**
Accessing User Tools (System Settings) **26**
Changing Default Settings 26
Quitting User Tools 27
Settings You Can Change with User Tools **28**
General Features 28
Tray Paper Settings 29
Timer Settings 31
Key Operator Tools 33
User Code (For machines with copier function only) **38**
Registering a New User Code 38
Changing a User Code 39
Deleting a User Code 39
Displaying the Counter for Each User Code 40
Printing the Counter for Each User Code 41
Clearing the Counter 41
Address Book **42**
Registering Destination Information 43
Registering Sender Information 44

User Code (MFP) **45**
- Registering a New User Code 45
- Changing a User Code 46
- Deleting a User Code 48
- Displaying the Counter for Each User Code 49
- Printing the Counter for Each User Code 49
- Clearing the Counter 50

Fax Destination **52**
- Registering a Fax Destination 52
- Changing a Registered Fax Destination 54
- Deleting a Registered Fax Destination 55

E-mail Destination **57**
- Registering an E-mail Destination 57
- Changing a Registered E-mail Destination 59
- Deleting a Registered E-mail Destination 60

Registering Destinations to a Group **62**
- Registering a New Group 62
- Registering a Destination to a Group 63
- Removing a Destination from a Group 64
- Displaying the Destinations Registered in Groups 65
- Changing a Group Name 67
- Deleting a Group 68

Using the Search Function to Select a Destination **70**

4. Troubleshooting

If Your Machine Does Not Operate As You Want **73**

Clearing Misfeeds **75**

Changing the Paper Size **77**
- Changing the Paper Size of the Paper Tray (Tray 1) 77
- Changing the Paper Size in the Paper Tray Unit (Tray 2) 78
- Selecting the Paper Size with User Tools 80

5. Other Function

Other Function **81**
- Displaying the Total Counter 81

6. Entering Text

Entering Text **83**
- Available Characters 83
- Keys 83
- How to Enter Text 83

7. Security

Security **85**
Primary Security Functions 85
Extended Security Function 85
Operating Environment and Notes **87**
Operating Environment 87
For Administrator 87
For User 87

8. Specifications

Main Unit **89**
Other Items **92**
Auto Document Feeder (ADF) 92
Paper Tray Unit (Tray 2) 93
Copy Paper **94**
Recommended Paper Sizes and Types 94
Unusable Paper 95
Paper Storage 96

INDEX **97**

Copyrights and Trademarks

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

PostScript® and Acrobat® are a registered trademark of Adobe Systems Incorporated.

Bluetooth™ is a trademark of the Bluetooth SIG, Inc. (Special Interest Group) and is used by RICOH Company Limited under license.

Copyright ©2001 Bluetooth SIG, Inc.

The Bluetooth Trademarks are owned by Bluetooth SIG, Inc. USA.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Advanced Server
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Home Edition
  Microsoft® Windows® XP Professional
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Workstation 4.0
  Microsoft® Windows NT® Server 4.0

Information about Installed Software

expat

- The software including controller, etc. (hereinafter “software”) installed on this product uses the expat Version 1.95.2 (hereinafter “expat”) under the conditions mentioned below.
- The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.
- Information relating to the expat is available at:
  http://expat.sourceforge.net/

Copyright (c) 1998, 1999, 2000 Thai Open Source Software Centre, Ltd. and Clark Cooper.

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the “Software”), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED “AS IS”, WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

NetBSD

1. Copyright Notice of NetBSD

For all users to use this product:

This product contains NetBSD operating system:

For the most part, the software constituting the NetBSD operating system is not in the public domain; its authors retain their copyright.

The following text shows the copyright notice used for many of the NetBSD source code. For exact copyright notice applicable for each of the files/binaries, the source code tree must be consulted.

A full source code can be found at http://www.netbsd.org/.

Copyright © 1999, 2000 The NetBSD Foundation, Inc.

All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

① Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

② Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

③ All advertising materials mentioning features or use of this software must display the following acknowledgment:
This product includes software developed by The NetBSD Foundation, Inc. and its contributors.

④ Neither the name of The NetBSD Foundation nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE NETBSD FOUNDATION, INC. AND CONTRIBUTORS ''AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE FOUNDATION OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

2. Authors Name List

All product names mentioned herein are trademarks of their respective owners.

The following notices are required to satisfy the license terms of the software that we have mentioned in this document:

- This product includes software developed by the University of California, Berkeley and its contributors.
- This product includes software developed by Jonathan R. Stone for the NetBSD Project.
- This product includes software developed by the NetBSD Foundation, Inc. and its contributors.
- This product includes software developed by Manuel Bouyer.
- This product includes software developed by Charles Hannum.
- This product includes software developed by Charles M. Hannum.
- This product includes software developed by Christopher G. Demetriou.
- This product includes software developed by TooLs GmbH.
- This product includes software developed by Terrence R. Lambert.
- This product includes software developed by Adam Glass and Charles Hannum.
- This product includes software developed by Theo de Raadt.
- This product includes software developed by Jonathan Stone and Jason R. Thorpe for the NetBSD Project.
- This product includes software developed by the University of California, Lawrence Berkeley Laboratory and its contributors.
- This product includes software developed by Christos Zoulas.
- This product includes software developed by Christopher G. Demetriou for the NetBSD Project.
- This product includes software developed by Paul Kranenburg.
- This product includes software developed by Adam Glass.
- This product includes software developed by Jonathan Stone.
- This product includes software developed by Jonathan Stone for the NetBSD Project.
- This product includes software developed by Winning Strategies, Inc.
- This product includes software developed by Frank van der Linden for the NetBSD Project.
- This product includes software developed for the NetBSD Project by Frank van der Linden.
- This product includes software developed for the NetBSD Project by Jason R. Thorpe.
- The software was developed by the University of California, Berkeley.
- This product includes software developed by Chris Provenzano, the University of California, Berkeley, and contributors.

Sablotron

Sablotron (Version 0.82) Copyright (c) 2000 Ginger Alliance Ltd. All Rights Reserve

a) The application software installed on this product includes the Sablotron software Version 0.82 (hereinafter, “Sablotron 0.82”), with modifications made by the product manufacturer. The original code of the Sablotron 0.82 is provided by Ginger Alliance Ltd., the initial developer, and the modified code of the Sablotron 0.82 has been derived from such original code provided by Ginger Alliance Ltd.

b) The product manufacturer provides warranty and support to the application software of this product including the Sablotron 0.82 as modified, and the product manufacturer makes Ginger Alliance Ltd., the initial developer of the Sablotron 0.82, free from these obligations.

c) The Sablotron 0.82 and the modifications thereof are made available under the terms of Mozilla Public License Version 1.1 (hereinafter, “MPL 1.1”), and the application software of this product constitutes the “Larger Work” as defined in MPL 1.1. The application software of this product except for the Sablotron 0.82 as modified is licensed by the product manufacturer under separate agreement(s).

d) The source code of the modified code of the Sablotron 0.82 is available at: http://support-download.com/services/device/sablot/notice082.html.

e) The source code of the Sablotron software is available at: http://www.ginger-all.com.

f) MPL 1.1 is available at: http://www.mozilla.org/MPL/MPL-1.1.html.

JPEG LIBRARY

- The software installed on this product is based in part on the work of the Independent JPEG Group.

SASL

CMU libsasl

Tim Martin

Rob Earhart

Rob Siemborski

Copyright (c) 2001 Carnegie Mellon University. All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

① Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

② Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

③ The name “Carnegie Mellon University” must not be used to endorse or promote products derived from this software without prior written permission. For permission or any other legal details, please contact:

Office of Technology Transfer
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
(412) 268-4387, fax: (412) 268-7395
tech-transfer@andrew.cmu.edu

④ Redistributions of any form whatsoever must retain the following acknowledgment:
“This product includes software developed by Computing Services at Carnegie Mellon University (http://www.cmu.edu/computing/).”

CARNEGIE MELLON UNIVERSITY DISCLAIMS ALL WARRANTIES WITH REGARD TO THIS SOFTWARE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS, IN NO EVENT SHALL CARNEGIE MELLON UNIVERSITY BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.

MD4

Copyright (C) 1990-2, RSA Data Security, Inc. All rights reserved.

License to copy and use this software is granted provided that it is identified as the “RSA Data Security, Inc. MD4 Message-Digest Algorithm” in all material mentioning or referencing this software or this function.

License is also granted to make and use derivative works provided that such works are identified as “derived from the RSA Data Security, Inc. MD4 Message-Digest Algorithm” in all material mentioning or referencing the derived work.

RSA Data Security, Inc. makes no representations concerning either the merchantability of this software or the suitability of this software for any particular purpose. It is provided “as is” without express or implied warranty of any kind.

These notices must be retained in any copies of any part of this documentation and/or software.

MD5

Copyright (C) 1991-2, RSA Data Security, Inc. Created 1991. All rights reserved.

License to copy and use this software is granted provided that it is identified as the “RSA Data Security, Inc. MD5 Message-Digest Algorithm” in all material mentioning or referencing this software or this function.

License is also granted to make and use derivative works provided that such works are identified as “derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm” in all material mentioning or referencing the derived work.

RSA Data Security, Inc. makes no representations concerning either the merchantability of this software or the suitability of this software for any particular purpose. It is provided “as is” without express or implied warranty of any kind.

These notices must be retained in any copies of any part of this documentation and/or software.

How to Read This Manual

Symbols

The following set of symbols is used in this manual.

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display panel.

【 】

Keys built into the machine's control panel.

ENERGY STAR Program

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode
  This product automatically lowers its power consumption 1 minute after finishing the last copy or print job. Fax reception and printing is still possible in Low Power mode, but to make copies, you have to press the operation switch first.
  For details about how to change the interval between last job and Low Power mode, see p.31 "Energy Saver Timer".
- Off mode (Copier only)
  To conserve energy, this product automatically turns off 1 minute after finishing the last copy or print job. In this manual, the Off mode is called the Auto Off mode.
  For details about how to change the interval between last job and Auto Off mode, see p.31 "Auto Off Timer".
- Sleep mode (Fax, printer, or scanner installed)
  If there is a fax, printer, or scanner unit installed, this product automatically lowers its power consumption even further 1 minute after finishing the last copy or print job. Fax reception and printing is still possible in Sleep mode, but to make copies, you have to press the operation switch first.
  For details about how to change the interval between last job and Sleep mode, see p.31 "Auto Off Timer".

Note

❒ If you want to operate this product while it is in either of these modes, do one of the following:
  - Turn on the operation switch.
  - Place originals in the Auto Document Feeder (ADF).
  - Lift the exposure glass cover or ADF.

- Duplex Priority
  To conserve paper, the Duplex function (1-Sided → 2-Sided) can be selected preferentially when you turn on the operation switch or the main power switch, press the **【Clear Modes】** key, or the machine resets itself automatically. To change Duplex Priority mode, see *Copy Reference*.

Specifications

		Copier only	**Fax, printer, or scanner installed**
Low Power mode	Power consumption	25 Wh	35 Wh
	Default interval	1 minute	1 minute
	Recovery time	Less than 10 seconds	Less than 10 seconds
Sleep mode	Power consumption	-	Less than 10 Wh
	Default interval	-	1 minute
	Recovery time	-	Less than 10 seconds
Off mode	Power consumption	less than 1 Wh	-
	Default interval	1 minute	-
	Recovery time	Less than 10 seconds	-

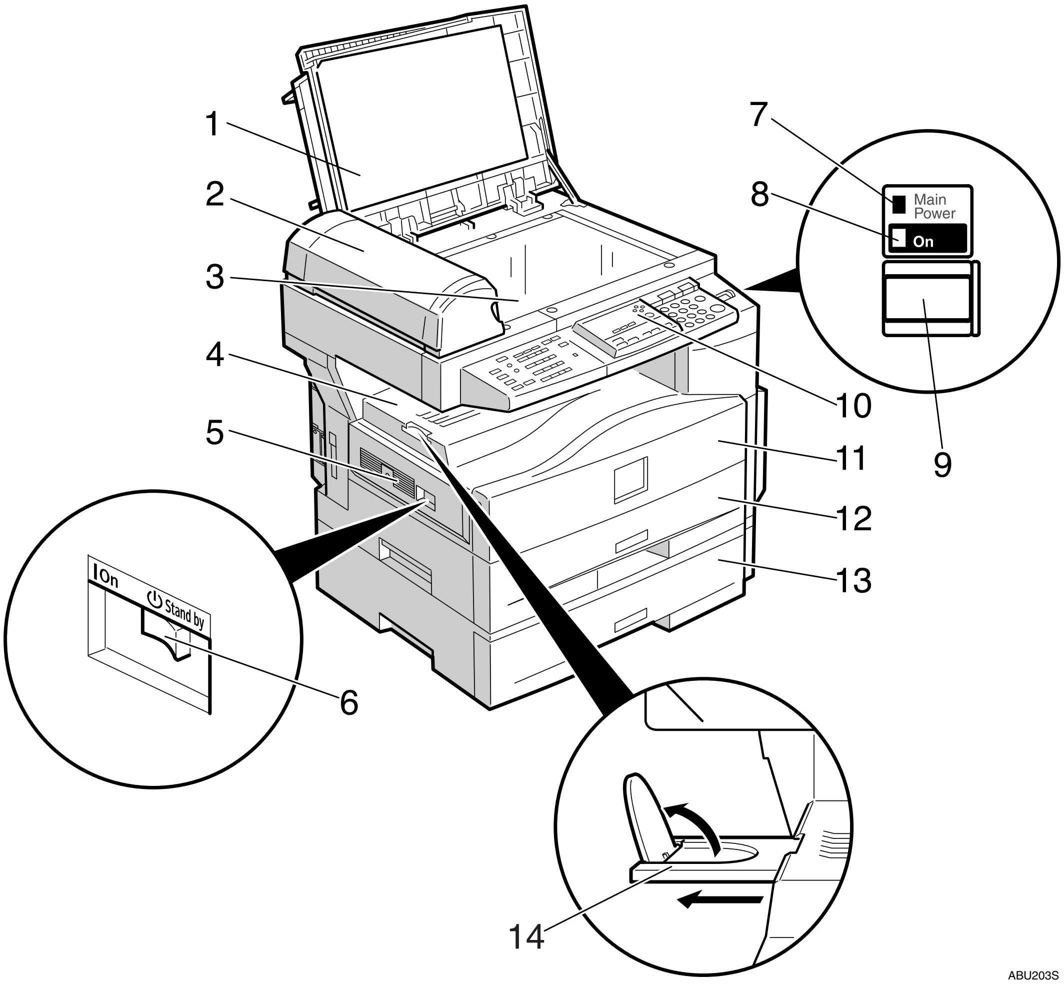
Duplex Priority	1 Sided → 1 Sided

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

1. Getting Started

Guide to Components



1. **Exposure glass cover**

Lower this over originals.

2. **Auto Document Feeder**

See p.13 "Other Items".

3. **Exposure glass**

Place originals face down here.

4. **Internal tray**

Copied, printed paper, or fax messages are delivered here.

5. **Ventilation holes**

Prevent overheating. Do not obstruct these by placing objects near them or leaning things against them. If the machine overheats, a fault might occur.

6. **Main power switch**

If the machine does not operate after turning on the operation switch, check the main power switch is turned on. If it is off, turn it on.

7. **Main power indicator**

Lights when the main power switch is turned on, and goes off when the switch is turned off.

***8.* On indicator**

Lights when the operation switch is turned on, and goes off when the switch is turned off.

***9.* Operation switch**

Press to turn the power on (the On indicator lights). To turn the power off, press again (the On indicator goes off).

***10.* Control panel**

See p.15 “Control Panel”.

***11.* Front cover**

Open to access the inside of the machine.

***12.* Paper tray (Tray 1)**

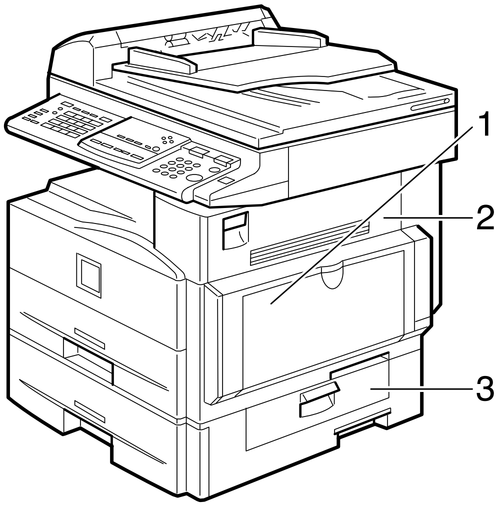
Load paper here.

***13.* Paper tray unit (Tray 2)**

See p.13 “Other Items”.

***14.* Internal tray guide**

Open out to support large paper and raise the end fence.



ABU047S

***1.* Bypass tray**

Use to copy onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.

***2.* Right cover**

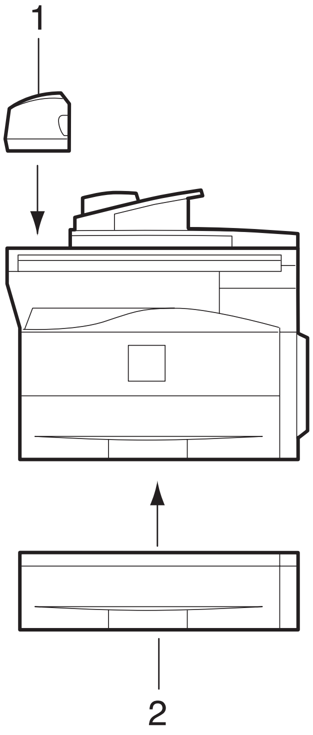
Open this to remove jammed paper fed from the paper tray.

***3.* Lower right cover**

Open this to remove jammed paper from the paper tray unit.

Other Items

- External



1. Auto Document Feeder
Feeds in originals automatically.

2. Paper tray unit (Tray 2)
Holds 500 sheets.

- Internal

① Fax unit
Allows you to use the facsimile function.

② Printer/Scanner unit
Allows you to use the printer and scanner functions.

③ Parallel port IEEE 1284 interface board
Allows you to connect an IEEE 1284 cable.

④ IEEE 1394 interface board
Allows you to connect an IEEE 1394 cable.

⑤ IEEE 802.11b wireless LAN board
Allows you to install a wireless LAN interface.

⑥ Bluetooth Interface Board
Allows you to expand the interface.

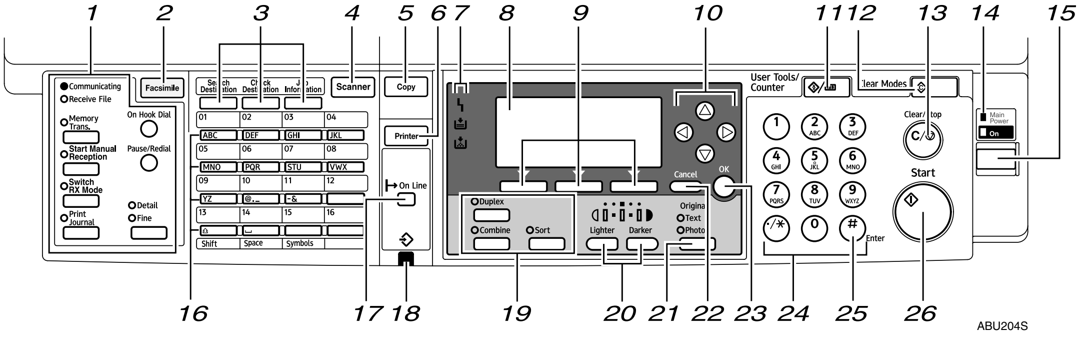
⑦ PostScript3 module
Allows you to use PostScript3.

Note

- ❒ You cannot install two or more of the options below: Parallel port IEEE 1284 interface board, IEEE 1394 interface board, IEEE 802.11b wireless LAN board, Bluetooth unit.

Control Panel

This illustration shows the control panel of the machine with fax, printer, and scanner installed.


1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
Communicating
Receive File
Memory Trans.
Start Manual Reception
Switch RX Mode
Print Journal
Facsimile
On Hook Dial
Pause/Redial
Detail
Fine
Search Destination
Check Destination
Job Information
Scanner
Copy
Printer
On Line
Shift
Space
Symbols
Duplex
Combine
Sort
Lighter
Darker
Original
Text
Photo
Cancel
OK
User Tools/Counter
Clear Modes
Clear/Stop
Start
Enter
Main Power
On
ABU204S

1. Fax function keys

Reference

Facsimile Reference <Basic Features> and *Facsimile Reference <Advanced Features>*

2. 【Facsimile】 key

Press to activate the facsimile function.

3. Scanner/Fax function keys

Reference

Scanner Reference, *Facsimile Reference <Basic Features>* , and *Facsimile Reference <Advanced Features>*

4. 【Scanner】 key

Press to activate the scanner function.

5. 【Copy】 key

Press to activate the copy function.

6. 【Printer】 key

Press to activate the printer function.

7. Indicators

Display errors and machine status.

↯ : Error indicator. See *Network Guide* and see p.75 "↯ Clearing Misfeeds".

📥: Load Paper indicator. See *Copy Reference*.

📥: Add Toner indicator. See *Copy Reference*.

8. Display

Displays operation status and messages.

9. Selection keys

Correspond to items on the display. Press to select the corresponding item.

10. Scroll keys

Press to select an item.

【▲】: scroll upward

【▼】: scroll downward

【▶】: scroll right

【◀】: scroll left

11. 【User Tools/Counter】 key

- User Tools
  Press to change default or conditions according to requirement. See p.26 "Accessing User Tools (System Settings)".
- Counter
  Press to check or print the counter value. See p.81 "Other Function".

12. 【Clear Modes】 key

Press to clear the current settings.

13. 【Clear/Stop】 key

- Clear:
  Clears an entered numeric value.
- Stop:
  Stops a job in progress, such as scanning, faxing, or printing.

14. Main power indicator and On indicator

The main power indicator lights when the main power switch is turned on. The On indicator lights when the operation switch is on.

Important

- ❒ Do not turn off the main power switch while the On indicator is lit or blinking. Doing so may damage the memory.

15. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

16. Quick Dial keys

Press to select the registered destination at a single touch, or to enter letters and symbols.

17. 【On Line】 key

Reference

Printer Reference 1

18. Data In indicator

Reference

Printer Reference 1

19. Copier function keys

Reference

Copy Reference

20. 【Lighter】 and 【Darker】 keys

Press to change the image density setting. Select the image density in five increments, lighter to darker.

21. 【Original Type】 key

Press to select the original type registered in **[Original Type 1 (Text)]** or **[Original Type 2 (Photo)]**. When the original type is selected, the corresponding indicator lights.

22. 【Cancel】 key

Press to cancel an operation or return to the previous display.

23. 【OK】 key

Press to set a selected item or an entered numeric value.

24. Number keys

Press to enter numeric values.

25. 【#】 key

Press to set a selected item or an entered numeric value.

26. 【Start】 key

Press to start copying, printing, scanning or sending.

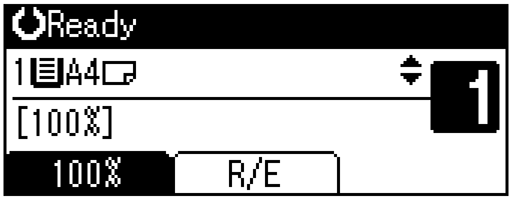
Display

The display panel shows machine status, error messages, and function menus.

Important

- ❒ A force or impact of more than 30 N (about 3 kgf) will damage the display.

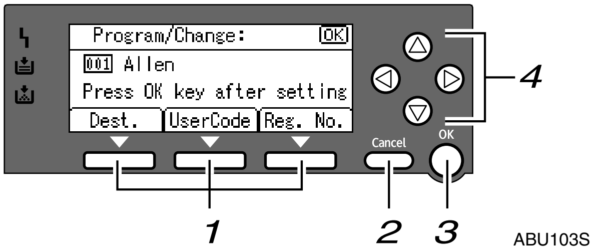
The copy display is set as the default screen when the machine is turned on.


Ready
1 A4
[100%]
1
100%
R/E

When you select or specify an item on the display, it is highlighted like 100%.

Reading the Display and Using Keys

This section explains how to read the display and use the Selection keys.


Program/Change:
OK
001 Allen
Press OK key after setting
Dest.
UserCode
Reg. No.
Cancel
OK
4
1
2
3
ABU103S

1. Selection keys

Correspond to items at the bottom line on the display.

Example:

- When the instruction "press **[Dest.]**" appears in this manual, press the left selection key.
- When the instruction "press **[UserCode]**" appears in this manual, press the centre selection key.
- When the instruction "press **[Reg. No.]**" appears in this manual, press the right selection key.

2. 【Cancel】 key

Press to cancel an operation or return to the previous display.

3. 【OK】 key

Press to set a selected item or an entered numeric value.

4. Scroll keys

Press to move the cursor in each direction, step by step.

When the 【▲】, 【▼】, 【◀】, or 【▶】 key appears in this manual, press the scroll key of the same direction.

Common key operations

The following keys are common to all screens:

❖ Key list

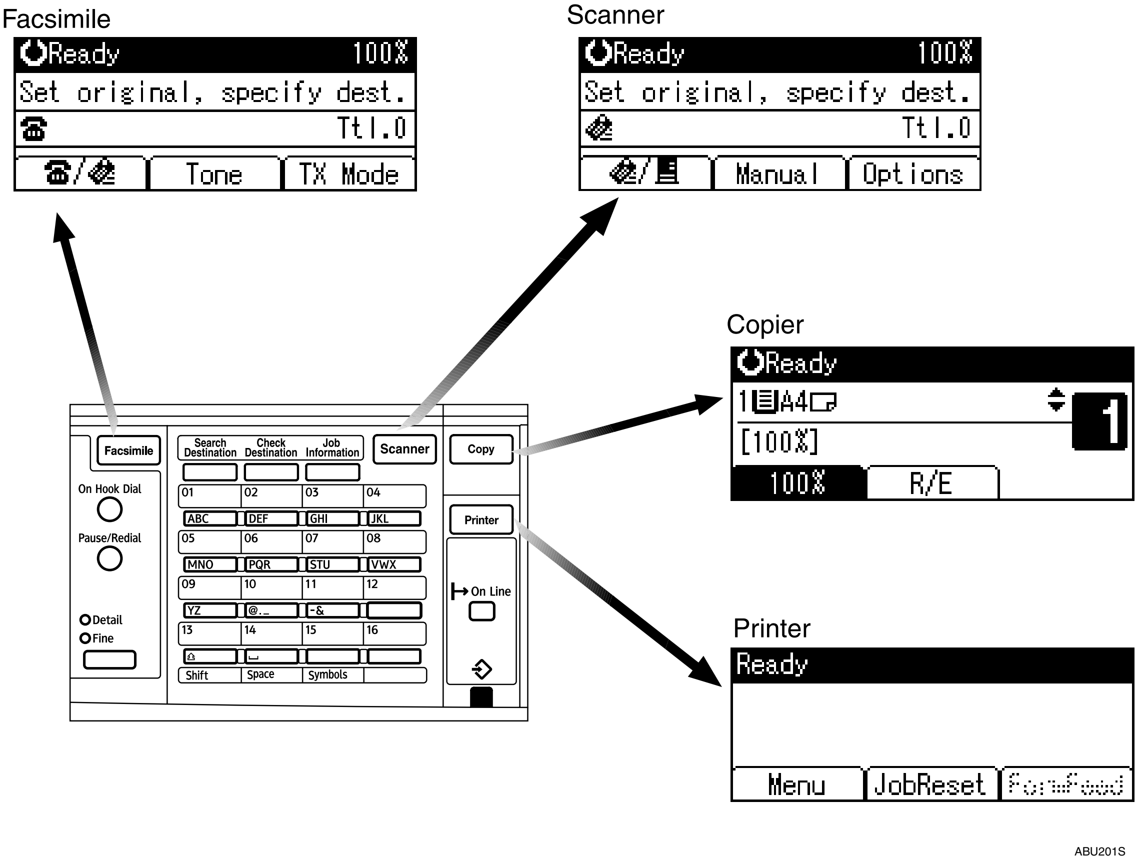
[Cancel]	Deletes a selected function or entered values, and then the previous display returns.
[Exit]	The previous display returns.
[Stop]	Stops a job in progress.
[Yes]	Acknowledges a selected function or an entered values.
[Stop]	Cancels a selected function or entered values, and then the previous display returns.

2. Combined Function Operations

Changing Modes

Note

- ❒ You cannot switch modes in any of the following situations:
  - When scanning a fax message for transmission
  - During immediate transmission
  - When accessing User Tools
  - During On hook dialing for fax transmission
  - While scanning an original
- ❒ The copying screen is displayed as default when the power is turned on. You can change this default setting. See p.28 “Function Priority”.


Facsimile
Ready 100%
Set original, specify dest.
Ttl.0
Tone
TX Mode
Scanner
Ready 100%
Set original, specify dest.
Ttl.0
Manual
Options
Copier
Ready
1 A4
[100%]
1
100%
R/E
Printer
Ready
Menu
JobReset
FormFeed
Facsimile
Search Destination
Check Destination
Job Information
Scanner
Copy
Printer
On Hook Dial
Pause/Redial
Detail
Fine
On Line
01 02 03 04
ABC DEF GHI JKL
05 06 07 08
MNO PQR STU VWX
09 10 11 12
YZ @._ -&
13 14 15 16
Shift Space Symbols
ABU201S

System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called “System Reset”.

Note

❒ You can change the System Reset time. See p.31 “System Auto Reset Timer”.

Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-accessing".

This allows you to handle jobs efficiently, regardless of how the machine is being used. For example:

- You can make copies while receiving fax data.
- While printing, you can make operations for copying.

Note

❒ See p.28 "Print Priority" for setting function priority. As default, **[Display mode]** is set to first priority.

Function compatibility

The chart shows function compatibility when print priority is set to "Interleave". See p.28 "Print Priority".

Function you want to select			Copy		Facsimile						Printer		Scanner	
						Transmission			Reception			Print		
Function in progress			Using the control panel	Copying	Transmission Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Receive Data	Printing	Using the control panel	Scanning
Copy	Using the control panel		×	×	●	●	○	●	○	○	○	○	●	●
	Copying		×	×	●	● *1	○	● *1	○	○	○	○	●	● *1
Facsimile	Transmission Operation		●	●	×	×	○	×	○	○	○	○	●	●
	Transmission	Scanning An Original for Memory Transmission	×	×	×	×	○	×	○	○	○	○	×	×
		Memory Transmission	○	○	○	○	×	×	×	○	○	○	○	○
		Immediate Transmission	×	×	×	×	×	×	×	○	○	○	×	×

Function you want to select			Copy		Facsimile						Printer		Scanner	
						Transmission			Reception			Print		
Function in progress			Using the control panel	Copying	Transmission Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Receive Data	Printing	Using the control panel	Scanning
Facsimile	Reception	Memory Reception	○	○	○	○	×	×	×	○	○	○	○	○
		Printing Received Data	○	○	○	○	○ *2	○ *2	○ *2	×	○	○	○	○
Printer	Receive Data		○	○	○	○	○	○	○	○	△	△	○	○
	Print	Printing	○	○	○	○	○	○	○	○	○	△	○	○
Scanner		Using the control panel	●	●	●	●	○	●	○	○	○	○	×	×
		Scanning	●	● *1	●	● *1	○	● *1	○	○	○	○	×	×

○…means that these functions can be used together.

●…means that you can interrupt the current job with Function keys to proceed to a subsequent job.

△…means that another job will automatically start after the current job is finished.

×…means that you must manually start another job after the current job is finished (i.e., these functions cannot be used together).

*1 You can scan a document once the preceding job documents are all scanned.

*2 During parallel reception, any subsequent job is suspended until reception is completed.

3. User Tools (System Settings)

User Tools Menu (System Settings)

Reference

For details about Interface Settings and File Transfer, see “User Tools Menu (System Settings)”, *Network Guide*.

For details about parallel interface, see “System Settings (Parallel Connection)”, *Printer Reference 2*.

❖ General Features (See p.28 “General Features”.)

<table>
<tr><th></th><th>Default (MFP)</th><th>Default (Copier only)</th></tr>
<tr><td>Panel Tone</td><td colspan="2"><i>On</i></td></tr>
<tr><td>Copy Count Display</td><td colspan="2"><i>Up</i></td></tr>
<tr><td>Function Priority</td><td><i>Copier</i></td><td></td></tr>
<tr><td>Print Priority</td><td><i>Display mode</i></td><td></td></tr>
<tr><td>Display Contrast</td><td colspan="2"><i>Centre</i></td></tr>
<tr><td>Key Repeat</td><td colspan="2"><i>On</i></td></tr>
<tr><td>Measurement Unit</td><td colspan="2">Metric version: <i>mm</i>
Inch version: <i>inch</i></td></tr>
</table>

❖ Tray Paper Settings (See p.29 “Tray Paper Settings”.)

<table>
<tr><th></th><th>Default (MFP)</th><th>Default (Copier only)</th></tr>
<tr><td rowspan="2">Tray Paper Size:Tray 1</td><td colspan="2">Metric version: <i>A4</i>▭</td></tr>
<tr><td colspan="2">Inch version: $8^1/_2" \times 11"$▭</td></tr>
<tr><td rowspan="2">Tray Paper Size:Tray 2</td><td colspan="2">Metric version: <i>A4</i>▭</td></tr>
<tr><td colspan="2">Inch version: $8^1/_2" \times 11"$▭</td></tr>
<tr><td>Paper Type:
Bypass tray</td><td colspan="2"><i>Thick Paper</i></td></tr>
<tr><td>Paper Type:Tray 1</td><td><i>No Display (Plain Paper)/APS On/Duplex On</i></td><td></td></tr>
<tr><td>Paper Type:Tray 2</td><td><i>No Display (Plain Paper)/APS On/Duplex On</i></td><td></td></tr>
<tr><td>Ppr Tray Priority: Copier</td><td colspan="2"><i>Tray 1</i></td></tr>
<tr><td>Ppr Tray Priority: Printer</td><td><i>Tray 1</i></td><td></td></tr>
<tr><td>Ppr Tray Priority: Fax</td><td><i>Tray 1</i></td><td></td></tr>
</table>

❖ Timer Settings (See p.31 “Timer Settings”.)

	Default (MFP)	**Default (Copier only)**
Auto Off Timer	*1 min.*	
Energy Saver Timer	*1 min.*	
System Auto Reset Timer	*60 sec.*	
Copier Auto Reset Timer	*60 sec.*	
Facsimile Auto Reset Timer	*30 sec.*	
Scanner Auto Reset Timer	*60 sec.*	
Set Date	—	
Set Time	—	

❖ Interface Settings

- For details about network settings, see *Network Guide*.
- For details about parallel interface, see *Printer Reference 2*.

❖ File Transfer

See *Network Guide*.

❖ Key Operator Tools (See p.33 “Key Operator Tools”.)

		Default (MFP)	**Default (Copier only)**
User Code Management	Copier	*Off*	*Off*
	Facsimile	*Off*	
	Scanner	*Off*	
	Printer	*Auto Program*	
Key Counter Management		All *Off*	*Off*
Key Operator Code		*Off*	
Extended Security		*Off*	
Display/Print Counter		—	
Counter per User Code	Display	*Copier Counter*	—
	Print	*All User Codes*	—
	Clear	*All User Codes*	—
Address Book Management	Program/Change	—	
	Delete	—	
Prgrm./Change/Delete Group	Program/Change	—	
	Delete	—	

		Default (MFP)	**Default (Copier only)**
Program/Change User Code	Program		—
	Change		—
	Delete		—
Address Book:Print List	Destination List	—	
	Group Destination List	—	
	Quick Dial Label	—	
AOF (Always On)		*On*	

Accessing User Tools (System Settings)

This section is for key operators in charge of this machine.

User Tools allow you to change or set defaults.

Note

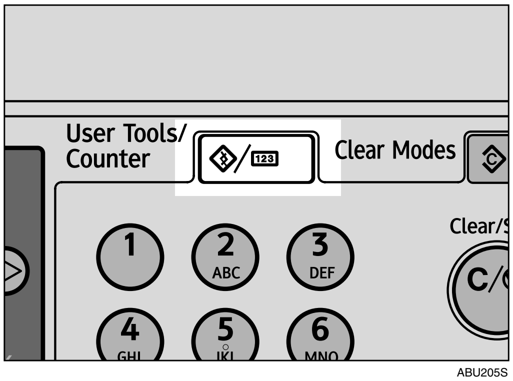
- ❒ Operations for system settings differ from normal operations. Always quit User Tools when you have finished. See p.27 "Quitting User Tools".
- ❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【**Clear Modes**】 key is pressed.

Changing Default Settings

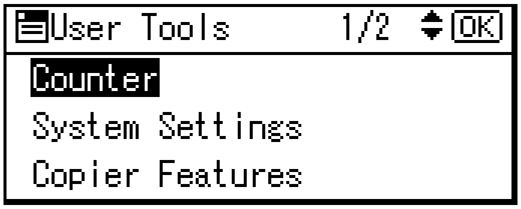
Note

- ❒ If a key operator code is already set, the key operator code entry display appears. Enter the key operator code, and then press the 【**OK**】 key. See p.33 "Key Operator Code".

1 **Press the 【User Tools/Counter】 key.**

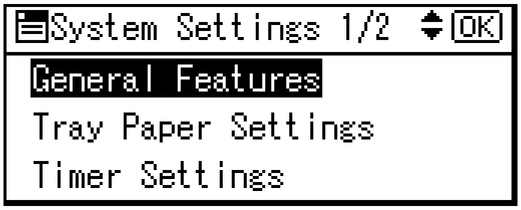


2 **Select 【System Settings】 using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
User Tools       1/2  ⇕ OK
 Counter
 System Settings
 Copier Features
```

3 **Select the menu using 【▲】 or 【▼】, and then press the 【OK】 key.**

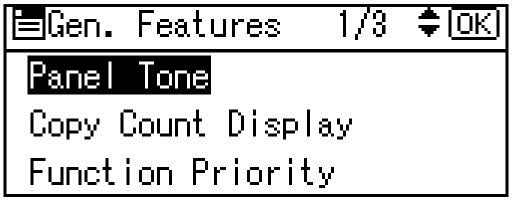


```
System Settings 1/2  ⇕ OK
 General Features
 Tray Paper Settings
 Timer Settings
```

Reference

p.23 "User Tools Menu (System Settings)".

4 **Select the item using 【▲】 or 【▼ 】, and then press the 【OK】 key.**



```
Gen. Features    1/3  ⇕ OK
 Panel Tone
 Copy Count Display
 Function Priority
```

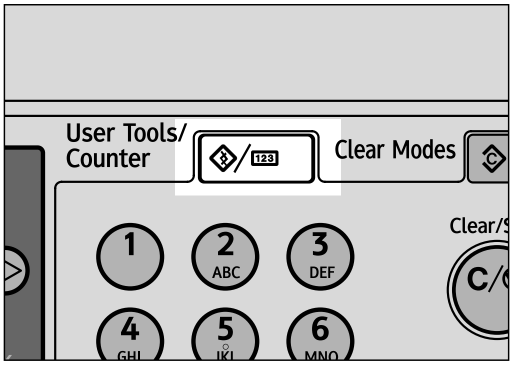
5 **Change settings by following instructions on the display, and then press the 【OK】 key.**

Note

- ❒ To discontinue the operation and return to the initial display, press the 【**User Tools/Counter**】 key.

Quitting User Tools

1 **Press the 【User Tools/Counter】 key.**


User Tools/
Counter
Clear Modes
Clear/S
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
C/

ABU205S

Settings You Can Change with User Tools

Reference

To access User Tools, see p.26 "Accessing User Tools (System Settings)".

General Features

❖ Panel Tone

The beeper (key tone) sounds when a key is pressed.

Note

❒ Default: *On*

❖ Copy Count Display

The copy counter can be set to show the number of copies made (count up), or the number of copies yet to be made (count down).

Note

❒ Default: *Up (count up)*

❖ Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

Note

❒ Default: *Copier*

❖ Print Priority

Set the print priority for each mode.

Reference

p.21 "Multi-Access"

Note

❒ Default: *Display mode*

❒ When **[Interleave]** is selected, the current print job will be interrupted after a maximum of five sheets.

❖ Display Contrast

You can adjust the brightness of the display.

❖ Key Repeat

You can select whether or not to use the key repeat function.

Note

❒ Default: *On*

❖ Measurement Unit

You can switch the measurement between “mm” and “inch”.

Note

- ❒ Default: Metric version: *mm*
- ❒ Inch version: *inch*

Tray Paper Settings

❖ Tray Paper Size:Tray 1–2

Select the size of the paper loaded in the paper tray.

- The paper sizes you can set for Tray 1 are as follows:
  A4▭, B5 JIS▭, A5▯, $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯, 16K▭
- The paper sizes you can set for Tray 2 are as follows:
  A4▭ , $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 14"▭, $8^{1}/_{4}$" × 13"▭, $8^{1}/_{2}$" × 11"▭

Important

- ❒ If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

Note

- ❒ Default:
  - Tray 1
    - Metric version: A4▭
    - Inch version: $8^{1}/_{2}$" × 11"▭
  - Tray 2
    - Metric version: A4▭
    - Inch version: $8^{1}/_{2}$" × 11"▭

Reference

p.77 “Changing the Paper Size”

❖ Paper Type:Bypass tray

Set the display so you can see what type of paper is loaded in the bypass tray.

- The paper types you can set for the bypass tray are as follows:
  - recycled paper, special paper, colour paper, letterhead, preprinted paper, prepunched paper, label paper, bond paper, thick paper, OHP, cardstock

Note

- ❒ Default: *Thick Paper*
- ❒ Paper types you can set in the bypass tray for machines with the copier function only are plain paper, thick paper and OHP.

❖ Paper Type:Tray 1– 2

Set the display so you can see what type of paper is loaded in each paper tray. The print function uses this information to automatically select the paper tray.

- The paper types you can set are as follows:
  - recycled paper, special paper, colour paper, letterhead, preprinted paper, prepunched paper, bond paper, cardstock

Note

❒ Default:

- Paper Type: *No Display (Plain Paper)*
- *APS*: *On*
- *Duplex*: *On*

❒ To enable the Auto Tray Switching function, make sure **[On]** is selected in APS. See "Auto Tray Switching", *Copy Reference*.

❖ Paper Tray Priority: Copier (copier)

You can specify the tray to supply paper for output.

Note

❒ Default: *Tray 1*

❖ Paper Tray Priority: Facsimile (facsimile)

You can specify the tray to supply paper for output.

Note

❒ Default: *Tray 1*

❖ Paper Tray Priority: Printer (printer)

You can specify the tray to supply paper for output.

Note

❒ Default: *Tray 1*

Timer Settings

❖ Auto Off Timer

After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".

The machine status after the Auto Off operation is referred to as "Off mode", or "Sleep mode". For the Auto Off Timer, specify the time to elapse before Auto Off.

Note

❒ Default: *1 min.*

❒ The time can be set from 1 to 240 minutes using the number keys.

❒ From "Off mode" or "Sleep mode", the machine is ready to use within 10 seconds.

❒ Auto Off may not work when error messages appear.

❖ Energy Saver Timer

The machine automatically enters Low Power mode automatically after a job is finished, and the selected time elapsed.

Note

❒ Default: *1 min.*

❒ The time can be set from 1 to 240 minutes using the number keys.

❒ Energy Saver may not work when error messages appear.

❒ The machine automatically prints any fax or printer data received while in Energy Saver mode.

❖ System Auto Reset Timer

The System Reset setting automatically switches the screen to that of the function set in Function Priority when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval. See p.28 "Function Priority".

Note

❒ Default: *On*, *60 sec.*

❒ The time can be set from 10 to 999 seconds in 1 second increments using the number keys.

❖ Copier Auto Reset Timer

Specify the time to elapse before copier mode resets.

Note

- ❒ If **[Off]** is selected, the machine does not automatically switch to the user code entry screen.
- ❒ Default: *On*, *60 sec.*
- ❒ The time can be set from 10 to 999 seconds using the number keys.

❖ Facsimile Auto Reset Timer (facsimile)

Specify the time to elapse before the facsimile mode resets.

Note

- ❒ Default: *30 sec.*
- ❒ The time can be set from 30 to 999 seconds using the number keys.

❖ Scanner Auto Reset Timer (scanner)

Specifies the time to elapse before the scanner mode resets.

Note

- ❒ If **[Off]** is selected, the machine will not automatically switch to the user code entry screen.
- ❒ Default: *On*, *60 sec.*
- ❒ The time can be set from 10 to 999 seconds using the number keys.

❖ Set Date

Set the date on the machine's internal clock using the number keys.

❖ Set Time

Set the time on the machine's internal clock using the number keys.

Note

- ❒ Enter the time using the number keys.
- ❒ When the summer time function is set, you cannot make the time setting if the current time falls inside the transition time zone. Set the time again later, or contact your service representative.

Key Operator Tools

The key operator must set the following items (for settings or more information, contact the key operator):

We recommend that the key operator program a key operator code when making settings. See p.33 "Key Operator Code".

❖ User Code Management

Allows you to control who uses the machine by setting codes for users.
User codes must be registered for user code management. See p.45 "User Code (MFP)", or p.38 "User Code (For machines with copier function only)" according to your machine type.

Note

- ❒ Default: *Copier/Off, Facsimile/Off, Scanner/Off, Printer/Auto Program*
- ❒ Use **[Auto Program]** to keep a print log for each user code entered from the driver.

❖ Key Counter Management

Use the key counter to specify whether or not users are restricted.

Note

- ❒ Default: *Copier/Off, Facsimile/Off, Scanner/Off, Printer/Off*
- ❒ **[Key Counter Management]** will only be displayed when the key counter is set.

❖ Key Operator Code

Specify whether or not to use passwords (max. eight digits) to control Key Operator Tools settings for key operator code.

Note

- ❒ Default: *Off*
- ❒ If you select **[On]**, enter the key operator code (max. eight digits) using the number keys, and then select **[On: Partial]** or **[On: All]** to set the access limit.
  - If you selected **[On: Partial]**
    A key operator code is only required for the Timer Settings, Key Operator Tools for System Settings, and Key Operator Tools for Fax Features. **[Menu Protect]** can be set for **[Maintenance]** in Printer Features. If you set **[Menu Protect]**, you can set the key operator code for some Printer Features. See "Printer Features Parameters", *Printer Reference 2*.
  - If you selected **[On: All]**
    A key operator code is required to access all items in System Settings, Copier Features, Fax Features, Printer Features, and Scanner Features.
- ❒ If you select **[On: All]**, you must enter a key operator code to access the Key Operator Code display.

❖ Extended Security

Specify whether or not to use the security function.

Note

- ❒ Default : *Off*
- ❒ You have to set a 6-digit key operator code to enable Extended Security. See p.33 “Key Operator Code”.

Reference

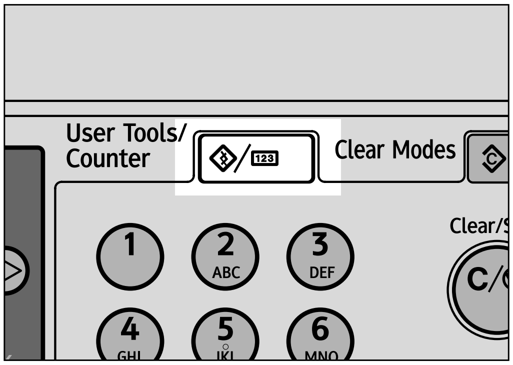
For details about security, see p.85 “Security”.

❖ Display/Print Counter

Allows you to view and print the number of prints.

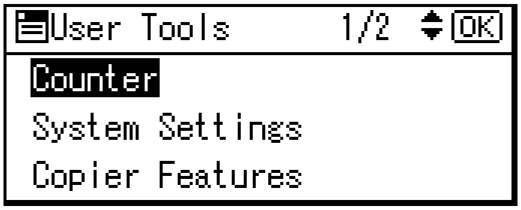
- Display/Print Counter
  Displays the number of prints for each function (Total, Copier, Facsimile, Printer and Duplex).
- Print Counter List
  Prints out a list of the number of prints made under each function.
- To print the counter list

① Press the **【User Tools/Counter】** key.



ABU205S

② Select **[System Settings]** using **【▲】** or **【▼】**, and then press the **【OK】** key.



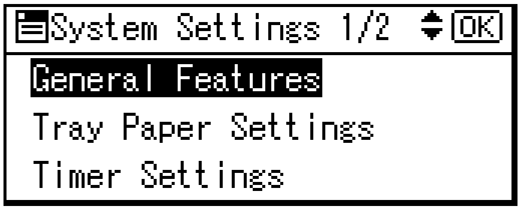
User Tools 1/2 ⬍ OK

Counter

System Settings

Copier Features

③ Select **[Key Operator Tools]** using **【▲】** or **【▼】**, and then press the **【OK】** key.



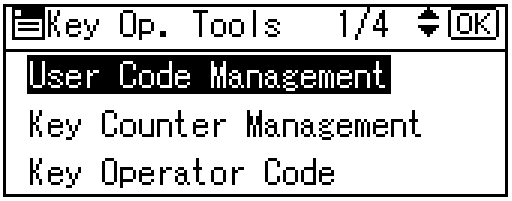
System Settings 1/2 ⬍ OK

General Features

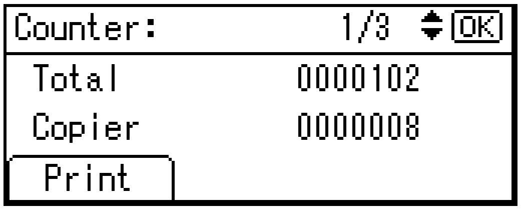
Tray Paper Settings

Timer Settings

④ Select **[Display/Print Counter]** using **【▲】** or **【▼】**, and then press the **【OK】** key.



⑤ Press **[Print]**.

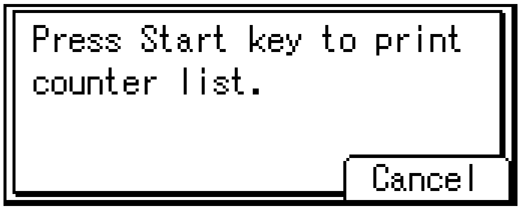


Counter: 1/3

Total 0000102

Copier 0000008

⑥ Press the **【Start】** key.



Press Start key to print counter list.

⑦ Press the **【User Tools/Counter】** key.

❖ Counter per User Code

Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.

Note

❒ Press **【▲】** and **【▼】** to show all the numbers of prints.

❒ The number of prints may differ from the counter value shown in Display/Print Counter.

- Print counter per user code
  Prints the number of prints made under each user code.
- Clear counter per user code
  Sets the number of prints made under each user code to 0.

❒ To print list for each user code, see p.49 "Printing the Counter for Each User Code" for MFP, or p.41 "Printing the Counter for Each User Code" for machines with copier function only.

- Print counter for all user codes
  Prints the number of prints made under all user codes.
- Clear counter for all user codes
  Sets the number of prints made under all user codes to 0.

❖ Address Book Management

You can add, change, or delete user information in the Address Book, and facsimile/scanner functions destinations.
For details about these operations, see p.45 “User Code (MFP)”, p.52 “Fax Destination”, and p.57 “E-mail Destination”.

- **[Program/Change]**
  This registers new user information, or registers and changes the items below:
    - User (destination) name
    - Destination
      Facsimile number, International TX mode, label insertion, e-mail address, sender's password, program group
    - User code
      User code, available functions
    - Registration number
- **[Delete]**
  Deletes a user information.

Note

❒ You can register up to 150 users.

❒ You can also register and manage data in the Address Book, using SmartDeviceMonitor for Admin (printer unit required).

❒ You can also register and manage data in the Address Book using a Web browser. See the Web browser's Help.

❖ Program/Change User Code (For machines with copier function only)

You can register, change, and delete user codes. For details about these operations, see p.38 “User Code (For machines with copier function only)”.

Note

❒ You can register up to 50 user codes.

❖ Program/Change/Delete Group

You can register multiple users in a group.
This allows you to easily control registered users in each group.
For details about operations, see p.62 "Registering Destinations to a Group".

- **[Program/Change]**
  This registers new groups, or changes the group name or registration number.
- **[Delete]**
  Deletes a group.

Note

❒ You can register up to 10 groups.

❒ You can also register and manage data in the Address Book, using SmartDeviceMonitor for Admin (printer unit required).

❒ You can also group users (destinations) using a Web browser. See the Web browser's Help.

❖ Address Book: Print List

You can print the destination list registered in the Address Book.

- Destination List
  Prints the destination list registered in the Address Book.
- Group Destination List
  Prints the group destination list registered in the Address Book.
- Quick Dial Label
  To print the Quick Dial label:

  ① Select the item using **【▲】** or **【▼】**, and then press the **【OK】** key.

  Note

  ❒ When selecting **[Destination List]** or **[Group Destination List]**, you can print the list on two-sided pages. Select **[Duplex]** on the display.

  ② Press the **【Start】** key.
  The list prints out.

❖ AOF (Always On)

Specify whether or not to use Auto Off.

Note

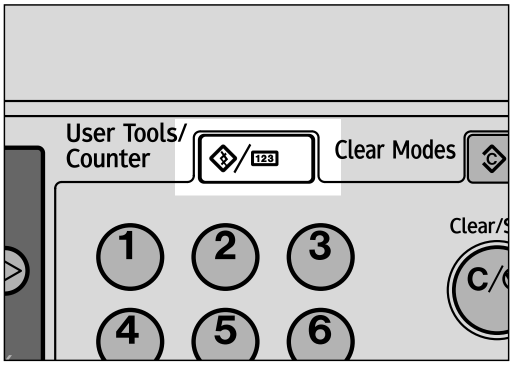
❒ Default: *On*

User Code (For machines with copier function only)

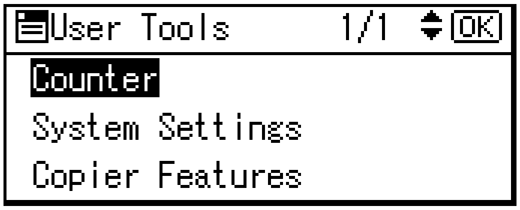
Register user codes to restrict copier functions to certain users, and check on their use of copier functions.

Registering a New User Code

1 Press the 【User Tools/Counter】 key.

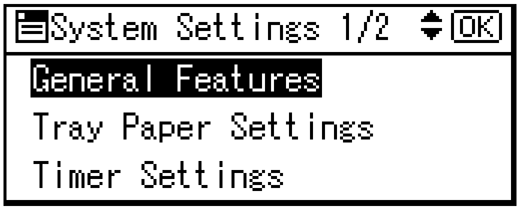


2 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.



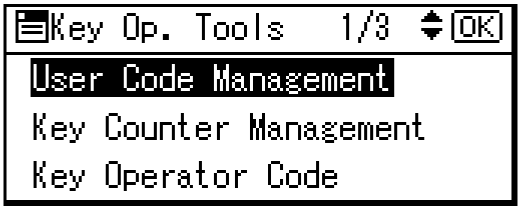
```
User Tools            1/1  ⬍ OK
  Counter
  System Settings
  Copier Features
```

3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.



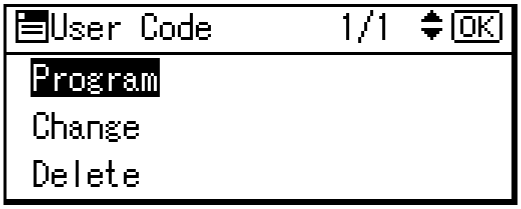
```
System Settings 1/2  ⬍ OK
  General Features
  Tray Paper Settings
  Timer Settings
```

4 Select [Program/Change User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.



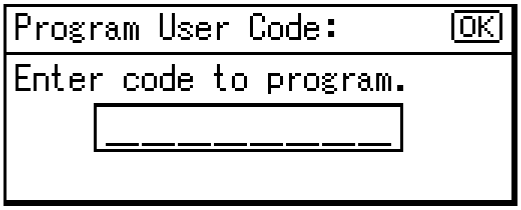
```
Key Op. Tools    1/3  ⬍ OK
  User Code Management
  Key Counter Management
  Key Operator Code
```

5 Select [Program] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
User Code          1/1  ⬍ OK
  Program
  Change
  Delete
```

6 Enter the user code using the number keys, and then press the 【OK】 or 【#】 key.



```
Program User Code:        OK
Enter code to program.
       __________
```

The “`Programmed`” message appears, and then the “User Code” display returns.

7 Press the 【User Tools/Counter】 key.

Changing a User Code

Note

- ❒ Even if you change a user code, the counter value will not be cleared.

1 **Press the 【User Tools/Counter】 key.**

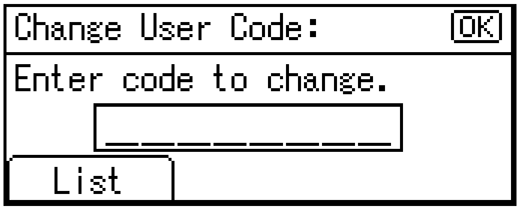
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Program/Change User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

5 **Select [Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6 **Enter the registered user code you want to change using the number keys, and then press the 【OK】 or 【#】 key.**



Change User Code: OK

Enter code to change.

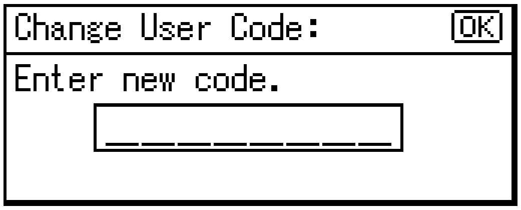
____

List

Note

- ❒ When you select the user code from the User Code List, press **[List]**. Select the user code you want to change using 【▲】 or 【▼】, and then press the 【OK】 key twice.

7 **Enter the new user code using the number keys, and then press the 【OK】 or 【#】 key.**



Change User Code: OK

Enter new code.

____

The "`Programmed`" message appears, and then the "User Code" display returns.

8 **Press the 【User Tools/Counter】 key.**

Deleting a User Code

Important

- ❒ This operation also deletes user codes registered to multiple functions. User control via the deleted user code is no longer possible.

1 **Press the 【User Tools/Counter】 key.**

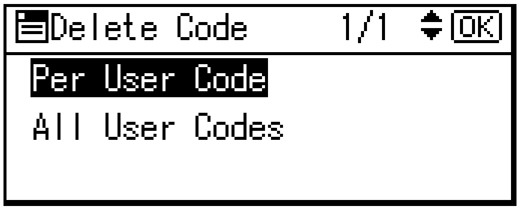
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Program/Change User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

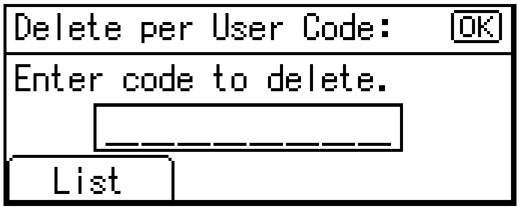
5 **Select [Delete] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6 Select [Per User Code] or [All User Codes] using 【▲】 or 【▼】, and then press the 【OK】 key.



When selecting **[All User Codes]**, a confirmation message appears. Press **[Yes]**, and then proceed to step **9**.

7 Enter the registered user code you want to delete using the number keys, and then press the 【OK】 or 【#】 key.


Delete per User Code:

Enter code to delete.

Note

- ❒ When you select the user code from the User Code List, press **[List]**. Select the user codes you want to delete using 【▶】, and then press the 【OK】 key.

A confirmation message appears.

8 Press [Yes].

The "Deleted." message appears, and then the "User Code" display returns.

9 Press the 【User Tools/Counter】 key.

Displaying the Counter for Each User Code

You can check the counter for each user code.

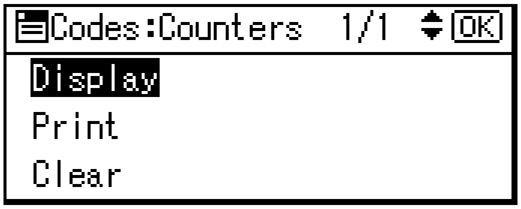
1 Press the 【User Tools/Counter】 key.

2 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.

5 Select [Display] using 【▲】 or 【▼】, and then press the 【OK】 key.



The counter for each user code will be displayed.

6 Press the 【User Tools/Counter】 key.

Printing the Counter for Each User Code

You can print out the counter for each user code.

1. **Press the 【User Tools/Counter】 key.**
2. **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**
3. **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**
4. **Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**
5. **Select [Print] using 【▲】 or 【▼】, and then press the 【OK】 key.**
6. **Press the 【Start】 key.**

   The counter list prints out.
7. **Press the 【User Tools/Counter】 key.**

Clearing the Counter

1. **Press the 【User Tools/Counter】 key.**
2. **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**
3. **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**
4. **Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**
5. **Select [Clear] using 【▲】 or 【▼】, and then press the 【OK】 key.**

   A confirmation message appears.
6. **Press [Yes].**

   The "`Counter has been cleared.`" message appears, and then the Codes: Counters display returns.
7. **Press the 【User Tools/Counter】 key.**

Address Book

Registering user information, such as fax numbers and e-mail addresses, in the Address Book allows you to manage them together.

Important

❒ Address Book data is stored in memory. It can be lost if there is some kind of memory failure. The manufacturer shall not be responsible for any damage resulting from data loss.

Note

❒ You can backup Address Book data using **[Address Management Tool]** in SmartDeviceMonitor for Admin. We recommend backing up data when using the Address Book.

Reference

For details about SmartDeviceMonitor for Admin and how to install it, see *Printer Reference 1*.

For operating instructions, see SmartDeviceMonitor for Admin Help.

You can register and manage the following items in the Address Book:

❖ To manage registered items

- User Code
  Register user codes to restrict particular functions to certain users, and check their use of each function.

  Reference

  p.45 “User Code (MFP)”
- Sender's Password

  Reference

  p.44 “Registering Sender Information”
- Program Group
  Use this to display the group the selected user (destination) belongs to.
  You can group registered fax destinations and e-mail destinations to manage them better. For details about operations, see p.62 “Registering Destinations to a Group”.

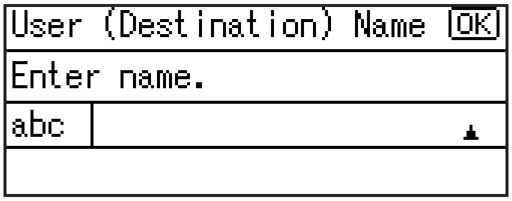
❖ Items to register

- User Name

  Reference

  p.43 “Registering the destination name”

  p.44 “Registering Sender Information”



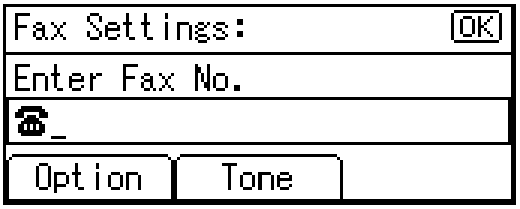
User (Destination) Name

Enter name.

- Fax Settings

  Reference

  p.43 “When using the fax function”



Fax Settings:

Enter Fax No.

☎_

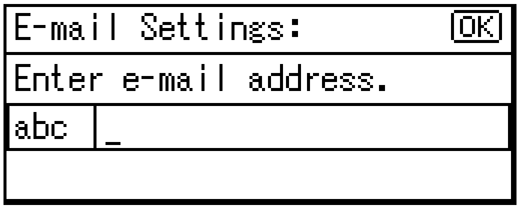
- E-mail Settings

  Reference

  p.43 “When using the fax function”

  p.44 “When using the scanner function”

  p.44 “Registering Sender Information”



E-mail Settings:

Enter e-mail address.

abc _

Registering Destination Information

❖ Registering the destination name

- User Name
  Register the destination name. This is the basic information required for managing destinations.

  Reference

  p.45 “User Code (MFP)”

❖ When using the fax function

- Fax Settings
  Register fax numbers in the Address Book. To send a fax, select the destination from the Destination List, so you can specify the fax number. When you set Label Insertion to **[On]**, the registered destination name, preceded by “To:”, is printed at the top of the page when it is received at the other end.

  Reference

  p.52 “Fax Destination”

- E-mail Settings
  Register e-mail addresses in the Address Book. To send an Internet Fax document, select the destination from the Destination List, so you can specify the e-mail address.

  Reference

  p.57 “E-mail Destination”

❖ When using the scanner function

- E-mail
  Register e-mail addresses in the Address Book. To send scan files by e-mail, select the destination from the Destination List, so you can specify the e-mail address.

  Reference

  p.57 "E-mail Destination"

Registering Sender Information

❖ When using the scanner function

You can set Register as Sender to **[On]** for an e-mail address. If you do this, you can use it as the sender address when sending scan files by e-mail.

- User Name
  Register the user name. This is useful when selecting the sender from the Destination List. Also, the user name automatically appears in the From field of the e-mail.

  Reference

  p.45 "User Code (MFP)"

- E-mail Settings
  Register the e-mail address. You can use it as the sender address when sending scan files by e-mail using the scanner function. Also, the sender address automatically appears in the From field of the e-mail.

  Reference

  p.57 "E-mail Destination"

  You can prevent misuse of sender name by setting sender's password on the e-mail address.

User Code (MFP)

Register user codes to restrict the following functions to certain users, and check their use of each function:

- Copier
- Facsimile
- Scanner
- Printer

Note

- ❒ The number of copies scanned in using the scanner function is counted for each user code. This allows you to check each user's usage.
- ❒ To automatically register the printer driver user code, select **[Auto Program]** for the printer in User Code Management. To use the user code set in User Tools, select **[On]**. Set the user codes registered in User Tools for the printer driver. See p.33 “User Code Management”.

Reference

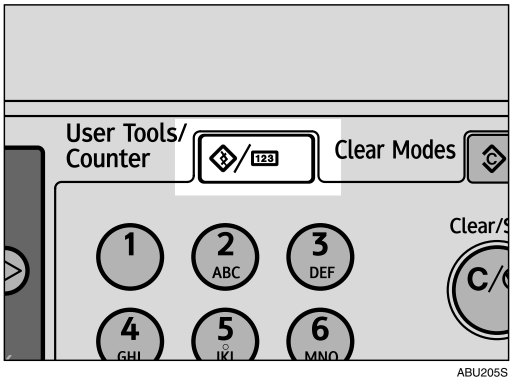
For details about setting user codes for the printer driver, see *Printer Reference 1* or the printer driver Help.

Important

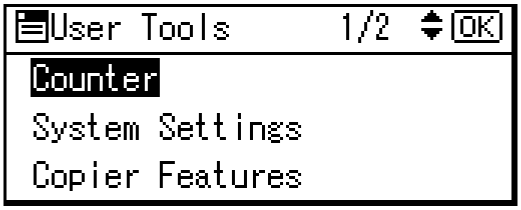
- ❒ The functions associated with each user code are the same. If you change or delete user codes, management data and limits associated with that code become invalid.

Registering a New User Code

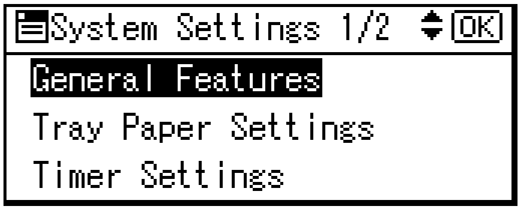
1 **Press the 【User Tools/Counter】 key.**



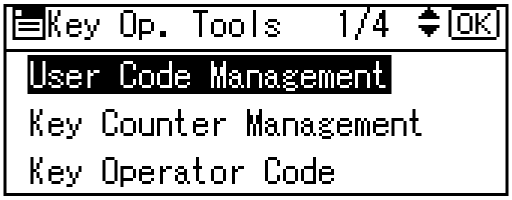
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**


User Tools 1/2 ⬍ OK
Counter
System Settings
Copier Features

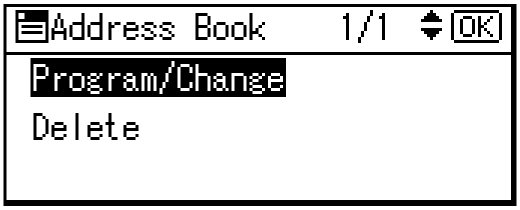
3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**


System Settings 1/2 ⬍ OK
General Features
Tray Paper Settings
Timer Settings

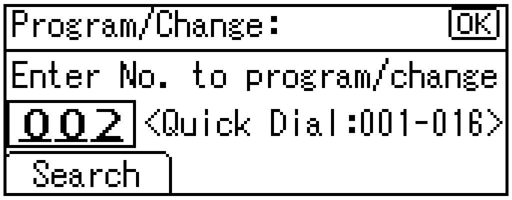
4 **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Key Op. Tools 1/4 ⬍ OK
User Code Management
Key Counter Management
Key Operator Code

5 Select **[Program/Change]** using **【▲】** or **【▼】**, and then press the **【OK】** key.



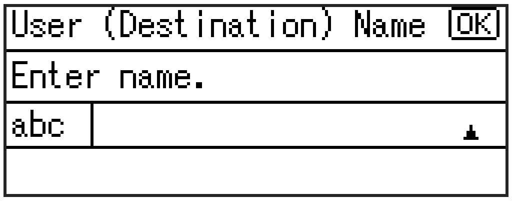
6 Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the **【OK】** key.


Program/Change:

Enter No. to program/change

002 <Quick Dial:001-016>

7 Enter the user (destination) name using the number keys and the Quick Dial keys, and then press the **【OK】** key.

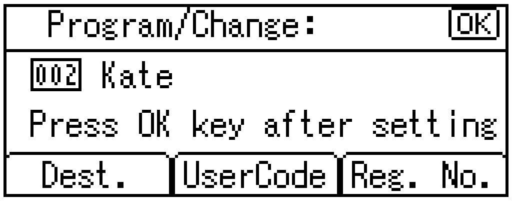

User (Destination) Name

Enter name.

Reference

For details about entering text, see p.83 "Entering Text".

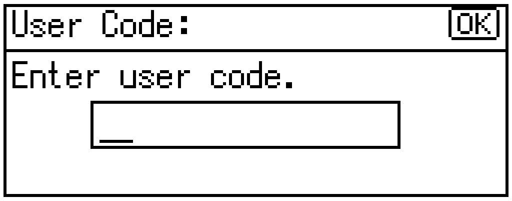
8 Press **[UserCode]**.


Program/Change:

002 Kate

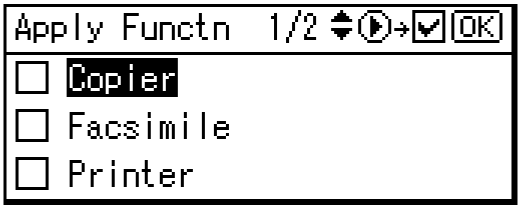
Press OK key after setting

9 Enter the user code using the number keys, and then press the **【OK】** key.


User Code:

Enter user code.

10 Select the function using **【▲】** or **【▼】**, and then check the one you want to set the user code for using **【▶】**.



Note

- ❒ Repeat this step when you want to apply more than one function.

11 Press the **【OK】** key twice.

The "`Programmed`" message appears, and then the "Address Book" display returns.

12 Press the **【User Tools/Counter】** key.

Changing a User Code

1 Press the **【User Tools/Counter】** key.

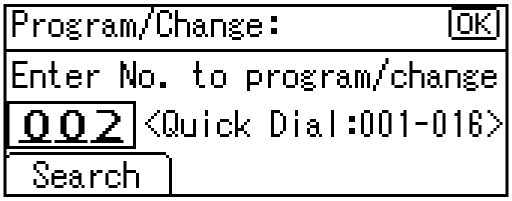
2 Select **[System Settings]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

3 Select **[Key Operator Tools]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

4 Select **[Address Book Management]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

5 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6 **Press [Search].**

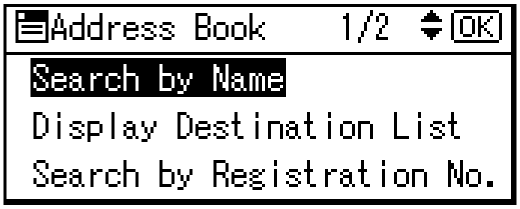


Program/Change: OK
Enter No. to program/change
002 <Quick Dial:001-016>
Search

Note

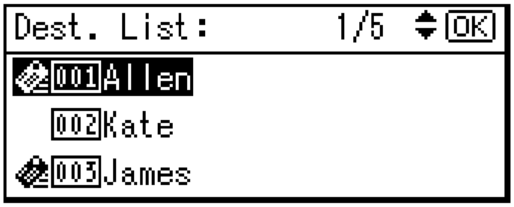
- ❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **9**.
- ❒ You can also search the registered user code by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

7 **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Address Book 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

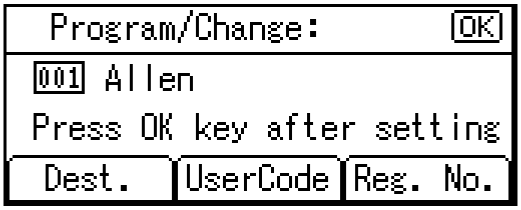
8 **Select the user (destination) whose code you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**



Dest. List: 1/5 ⇕ OK
001 Allen
002 Kate
003 James

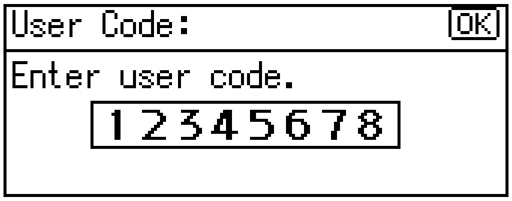
9 **Press the 【OK】 key.**

10 **Press [UserCode].**



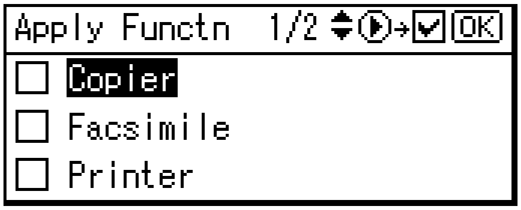
Program/Change: OK
001 Allen
Press OK key after setting
Dest. | UserCode | Reg. No.

11 **Enter the new user code using the number keys, and then press the 【OK】 key.**



User Code: OK
Enter user code.
12345678

12 **Select the function using 【▲】 or 【▼】, and then check the one you want to change the user code for using 【▶】.**



Apply Functn 1/2 ⇕ ▶→☑ OK
☐ Copier
☐ Facsimile
☐ Printer

Note

- ❒ Repeat this step when you want to apply more than one function.

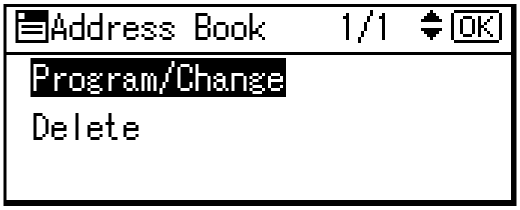
13 **Press the 【OK】 key twice.**

The "`Programmed`" message appears, and then the "Address Book" display returns.

14 **Press the 【User Tools/Counter】 key.**

Deleting a User Code

1. **Press the 【User Tools/Counter】 key.**
2. **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**
3. **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**
4. **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**
5. **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Address Book 1/1 OK

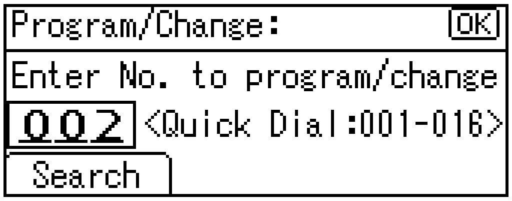
Program/Change

Delete

Note

- ❒ Select **[Delete]** if you want to delete all user information.

6. **Press [Search].**



Program/Change: OK

Enter No. to program/change

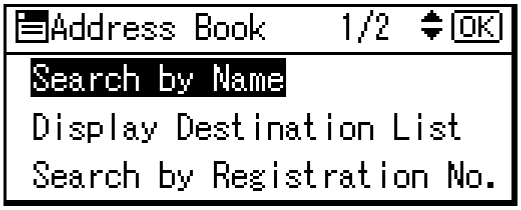
002 <Quick Dial:001-016>

Search

Note

- ❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step 9.
- ❒ You can also search the registered user code by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

7. **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**



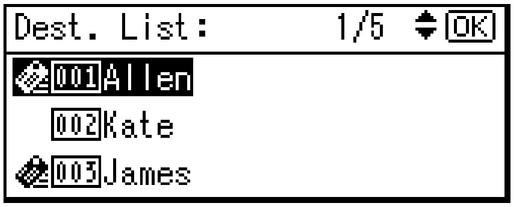
Address Book 1/2 OK

Search by Name

Display Destination List

Search by Registration No.

8. **Select the user (destination) whose code is to be deleted using 【▲】 or 【▼】, and then press the 【OK】 key.**



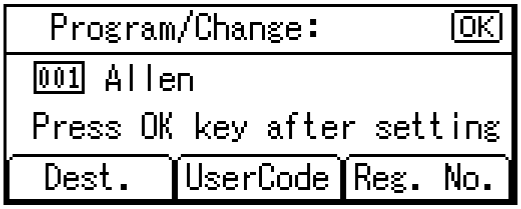
Dest. List: 1/5 OK

001 Allen

002 Kate

003 James

9. **Press the 【OK】 key.**
10. **Press [UserCode].**



Program/Change: OK

001 Allen

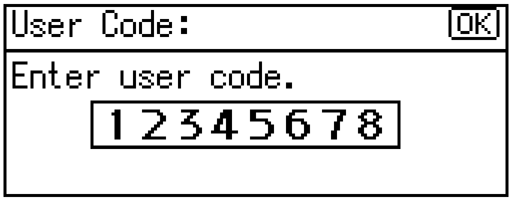
Press OK key after setting

Dest. | UserCode | Reg. No.

Note

- ❒ If you selected **[Delete]** in step 5, press **[Yes]** to delete all user information, and then proceed to step 13.

11. **Press the 【Clear/Stop】 key, and then press the 【OK】 key.**



User Code: OK

Enter user code.

12345678

12. **Press the 【OK】 key.**

The "`Programmed`" message appears, and then the "Address Book" display returns.

13 Press the 【User Tools/Counter】 key.

Displaying the Counter for Each User Code

You can check the counter made under each function's user code.

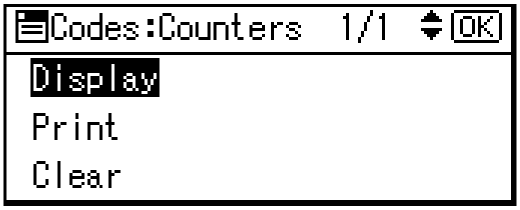
1 Press the 【User Tools/Counter】 key.

2 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

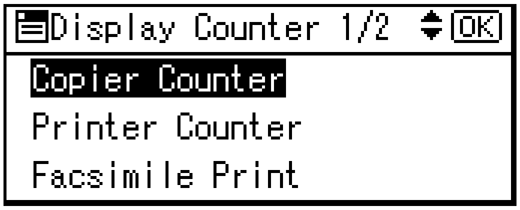
4 Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.

5 Select [Display] using 【▲】 or 【▼】, and then press the 【OK】 key.



Codes:Counters 1/1 ⬍ OK
Display
Print
Clear

6 Select the counter you want to display using 【▲】 or 【▼】, and then press the 【OK】 key.



Display Counter 1/2 ⬍ OK
Copier Counter
Printer Counter
Facsimile Print

The counter for each user code will be displayed.

7 Press the 【User Tools/Counter】 key.

Printing the Counter for Each User Code

You can print out the counter made under each user code using [Print Counter], [Transmission Counter], or [Scanner Counter].

1 Press the 【User Tools/Counter】 key.

2 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

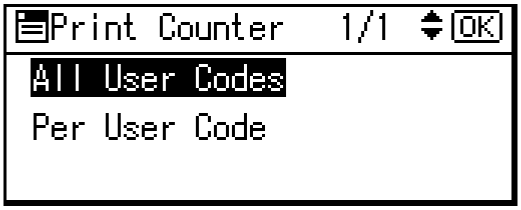
3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.

5 Select [Print] using 【▲】 or 【▼】, and then press the 【OK】 key.

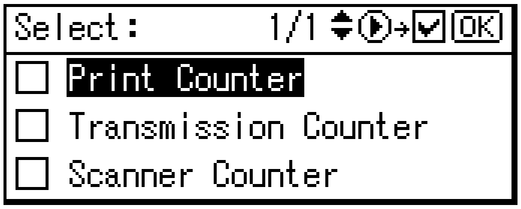
To print the counter for all user codes

❶ Select [All User Codes] using 【▲】 or 【▼】, and then press the 【OK】 key.



Print Counter 1/1 ⬍ OK
All User Codes
Per User Code

❷ Select the counter using 【▲】 or 【▼】, and then check the one you want to print using 【▶】.



Select: 1/1 ⬍ ▶→☑ OK
☐ Print Counter
☐ Transmission Counter
☐ Scanner Counter

Note

- ❒ Repeat this step when you want to print more than one counter.

❸ **Press the 【OK】 key.**

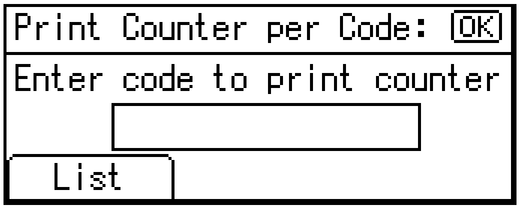
❹ **Press the 【Start】 key.**

The counter list prints out.

To print the counter for each user code

❶ **Select [Per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❷ **Enter the user code you want to print the counter for, and then press the 【OK】 key.**



Print Counter per Code: OK

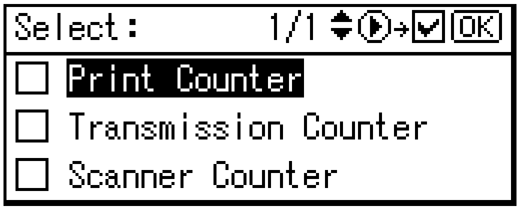
Enter code to print counter

List

Note

- ❒ When you select the user code from the User Code List, press **[List]**. Select the user code you want to print the counter for using 【▶】, and then press the 【OK】 key.

❸ **Select the counter using 【▲】 or 【▼】, and then check the one you want to print using 【▶】.**



Select: 1/1 OK

☐ Print Counter

☐ Transmission Counter

☐ Scanner Counter

Note

- ❒ Repeat this step when you want to print more than one counter.

❹ **Press the 【OK】 key.**

❺ **Press the 【Start】 key.**

The counter list prints out.

6 Press the 【User Tools/Counter】 key.

Clearing the Counter

1 Press the 【User Tools/Counter】 key.

2 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

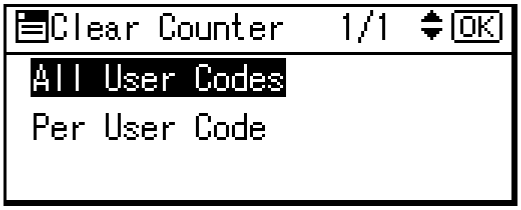
3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.

5 Select [Clear] using 【▲】 or 【▼】, and then press the 【OK】 key.

To clear the counter for all use codes

❶ **Select [All User Codes] using 【▲】 or 【▼】, and then press the 【OK】 key.**

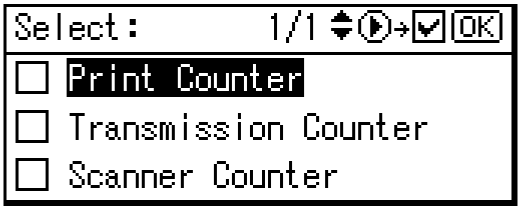


Clear Counter 1/1 OK

All User Codes

Per User Code

❷ **Select the counter using 【▲】 or 【▼】, and then check the one you want to clear using 【▶】.**



Select: 1/1 OK

☐ Print Counter

☐ Transmission Counter

☐ Scanner Counter

Note

- ❒ Repeat this step when you want to clear more than one counter.

❸ **Press the 【OK】 key.**

A confirmation message appears.

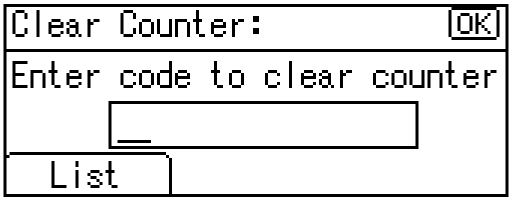
❹ **Press [Yes].**

The “`Counter has been cleared.`” message appears, and then the Codes: Counters display returns.

To clear the counter for each user code

❶ **Select [Per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❷ **Enter the user code you want to clear the counter for, and then press the 【OK】 key.**



Clear Counter: OK

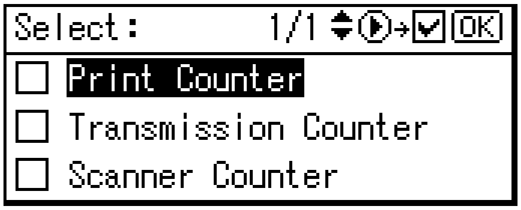
Enter code to clear counter

List

Note

- ❒ When you select the user code from the User Code List, press **[List]**. Select the user code you want to clear the counter for using 【▶】, and then press the 【OK】 key.

❸ **Select the counter using 【▲】 or 【▼】, and then check the one you want to clear using 【▶】.**



Select: 1/1 OK

☐ Print Counter

☐ Transmission Counter

☐ Scanner Counter

Note

- ❒ Repeat this step when you want to clear more than one counter.

❹ **Press the 【OK】 key.**

A confirmation message appears.

❺ **Press [Yes].**

The “`Counter has been cleared.`” message appears, and then the Codes: Counters display returns.

6 **Press the 【User Tools/Counter】 key.**

Fax Destination

Register fax destinations, so you do not need to enter them each time, and can send documents scanned in using the fax function.

- It is easy to select the fax destination if you register a “User (Destination) Name” for the fax destination.
- You can register fax destinations as a group.

You can program the following items in a fax destination:

❖ Fax number

Registers the destination's fax number. You can enter a fax number using up to 128 digits. You must include every digit in the number. In addition to numbers, symbols are available for entering a fax number.

❖ Label Insertion

With this function you can have the receiver's name printed on the message when it is received at the other end. The name is printed at the top of the page and will be preceded by “To:”.

Note

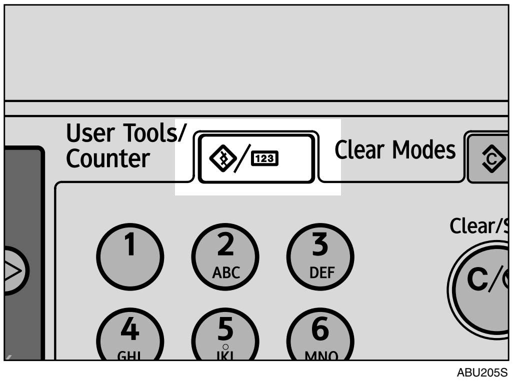
- ❒ Label insertions are also printed when sending by e-mail using fax functions.

❖ International TX mode

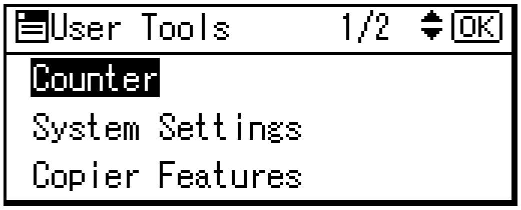
When setting the International TX mode to **[On]**, the machine transmits more carefully by reducing transmission speed. However, communication time increases.

Registering a Fax Destination

1 **Press the 【User Tools/Counter】 key.**

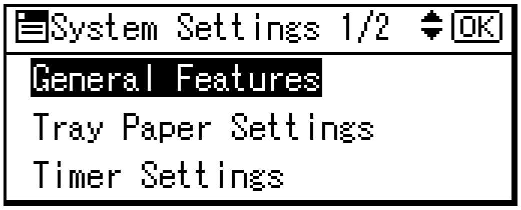


2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



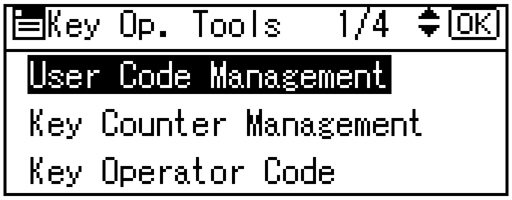
User Tools 1/2 ⬍OK
Counter
System Settings
Copier Features

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



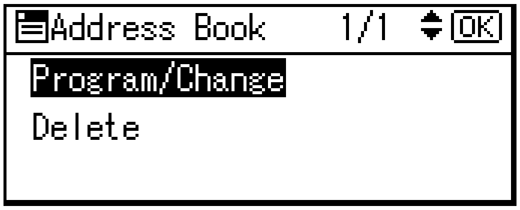
System Settings 1/2 ⬍OK
General Features
Tray Paper Settings
Timer Settings

4 **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

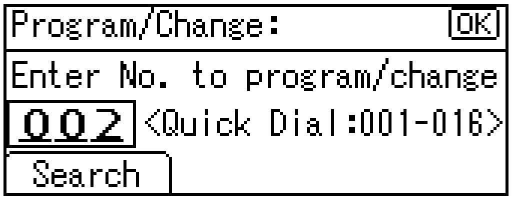


Key Op. Tools 1/4 ⬍OK
User Code Management
Key Counter Management
Key Operator Code

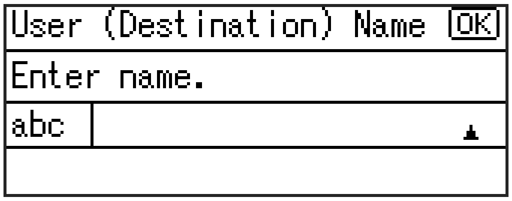
5 Select **[Program/Change]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Address Book 1/1 ◆ OK
Program/Change
Delete

6 Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the 【OK】 key.


Program/Change: OK
Enter No. to program/change
002 <Quick Dial:001-016>
Search

7 Enter the user (destination) name using the number keys and the Quick Dial keys, and then press the 【OK】 key.


User (Destination) Name OK
Enter name.
abc

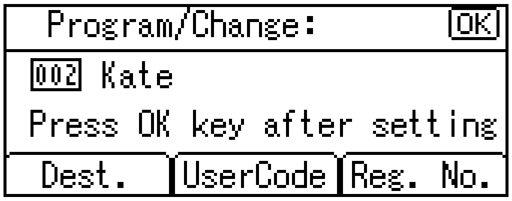
Note

- ❒ You can use the user name when selecting a fax destination.
- ❒ You can register the user code after the user name. For details, see p.45 "User Code (MFP)".

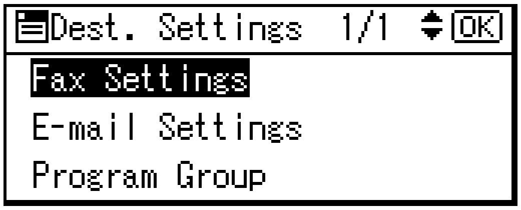
Reference

For details about entering text, see p.83 "Entering Text".

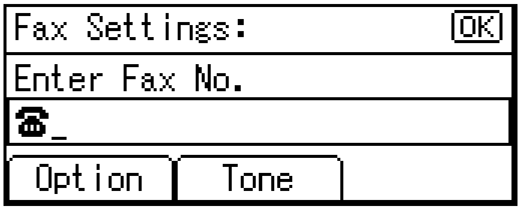
8 Press **[Dest.]**.


Program/Change: OK
002 Kate
Press OK key after setting
Dest. UserCode Reg. No.

9 Select **[Fax Settings]** using 【▲】 or 【▼】, and then press the 【OK】 key.

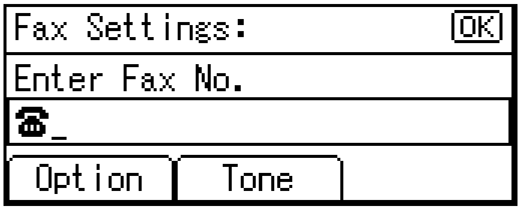

Dest. Settings 1/1 ◆ OK
Fax Settings
E-mail Settings
Program Group

10 Enter the fax number using the number keys, and then press the 【OK】 key.

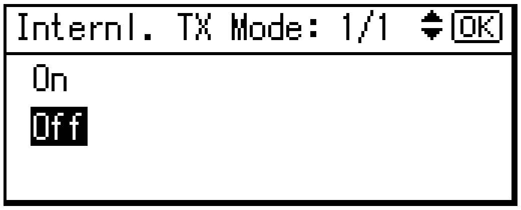

Fax Settings: OK
Enter Fax No.
☎_
Option Tone

To set the International TX mode and label insertion

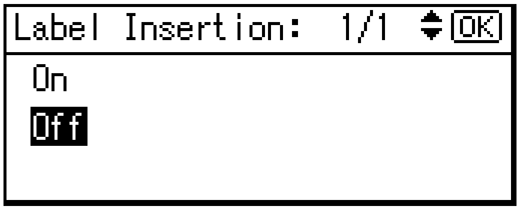
❶ Press **[Option]**.


Fax Settings: OK
Enter Fax No.
☎_
Option Tone

❷ Select **[On]** or **[Off]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Internl. TX Mode: 1/1 ◆ OK
On
Off

❸ **Select [On] or [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Label Insertion: 1/1 ⬍ OK

On

Off

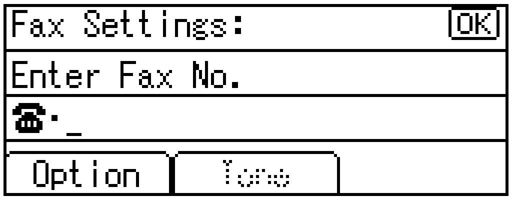
To use the Tone function

This function allows the machine to send tonal signals when it is connected to a pulse dialing line (for example: to use a special service on a tone dialing line).

❶ **Press [Tone].**

❷ **Enter the number you want to tone dial using the number keys.**

A tone is shown as a “ • “ on the display.



Fax Settings: OK

Enter Fax No.

☎•_

❸ **Press the 【OK】 key.**

11 Press the 【Cancel】 key.

12 Press the 【OK】 key.

The “`Programmed`” message appears, and then the “Address Book” display returns.

Note

- ❒ To register the destination to a group, see p.63 “Registering a Destination to a Group”.

13 Press the 【User Tools/Counter】 key.

Changing a Registered Fax Destination

1 Press the 【User Tools/Counter】 key.

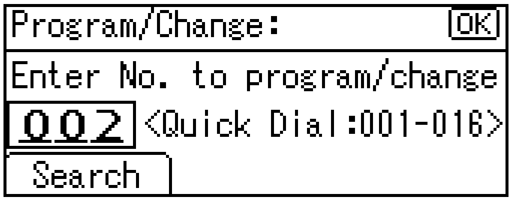
2 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.

5 Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.

6 Press [Search].



Program/Change: OK

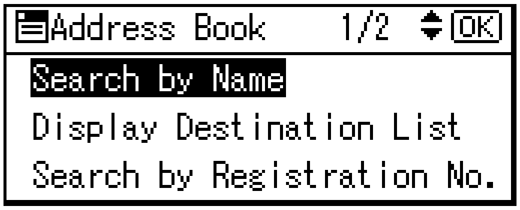
Enter No. to program/change

002 <Quick Dial:001-016>

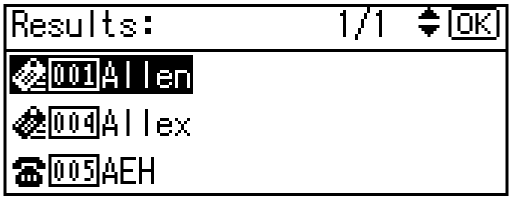
Note

- ❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step 9.
- ❒ You can also search the registered destination by name, registered number, user code, fax number or e-mail address. See p.70 “Using the Search Function to Select a Destination”.

7 Select **[Display Destination List]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

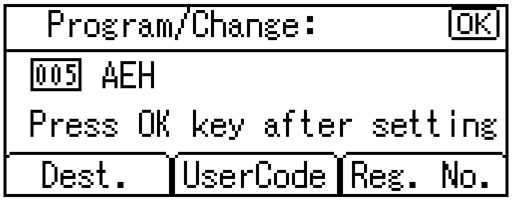

Address Book 1/2 ⬍ OK
Search by Name
Display Destination List
Search by Registration No.

8 Select the fax destination user you want to change using **【▲】** or **【▼】**, and then press the **【OK】** key.

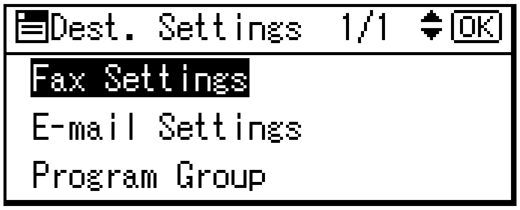

Results: 1/1 ⬍ OK
001 Allen
004 Allex
☎ 005 AEH

9 Press the **【OK】** key.

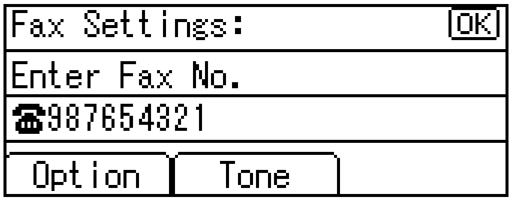
10 Press **[Dest.]**.


Program/Change: OK
005 AEH
Press OK key after setting
Dest. | UserCode | Reg. No.

11 Select **[Fax Settings]** using **【▲】** or **【▼】**, and then press the **【OK】** key.


Dest. Settings 1/1 ⬍ OK
Fax Settings
E-mail Settings
Program Group

12 Enter the new fax number using the number keys, and then press the **【OK】** key.


Fax Settings: OK
Enter Fax No.
☎987654321
Option | Tone

13 Press the **【Cancel】** key.

14 Press the **【OK】** key.

The "`Programmed`" message appears, and then the "Address Book" display returns.

15 Press the **【User Tools/Counter】** key.

Deleting a Registered Fax Destination

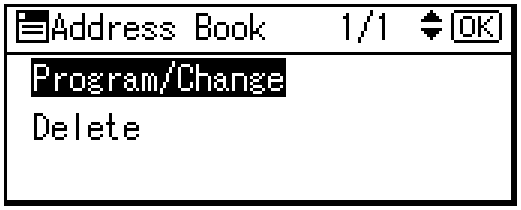
1 Press the **【User Tools/Counter】** key.

2 Select **[System Settings]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

3 Select **[Key Operator Tools]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

4 Select **[Address Book Management]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

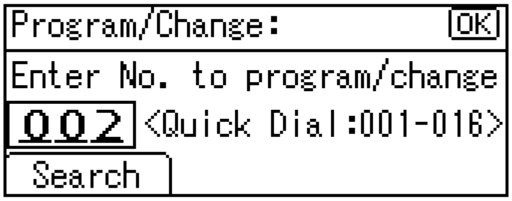
5 Select **[Program/Change]** or **[Delete]** using **【▲】** or **【▼】**, and then press the **【OK】** key.


Address Book 1/1 ⬍ OK
Program/Change
Delete

Note

- ❒ Select **[Program/Change]** if you want to delete only the fax number.
- ❒ Select **[Delete]** if you want to delete all user information.

6 **Press [Search].**

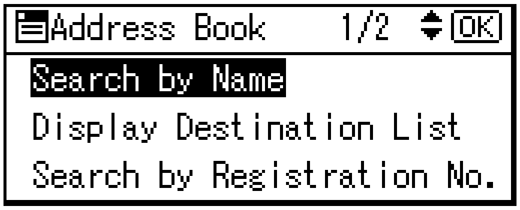


```
Program/Change:                OK
Enter No. to program/change
002 <Quick Dial:001-016>
Search
```

Note

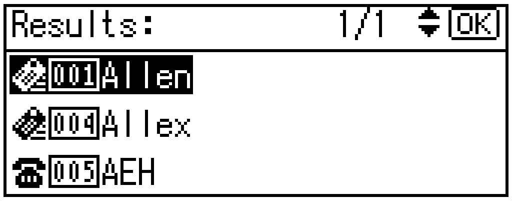
- ❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **9**.
- ❒ You can also search the registered destination by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

7 **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Address Book       1/2  ⇕ OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

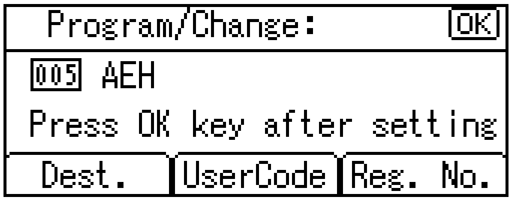
8 **Select the fax destination user you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Results:           1/1  ⇕ OK
001 Allen
004 Allex
☎005 AEH
```

9 **Press the 【OK】 key.**

10 **Press [Dest.].**

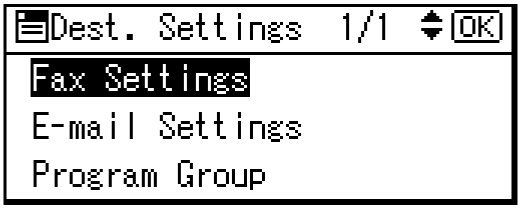


```
 Program/Change:               OK
 005 AEH
 Press OK key after setting
 Dest.   UserCode   Reg. No.
```

Note

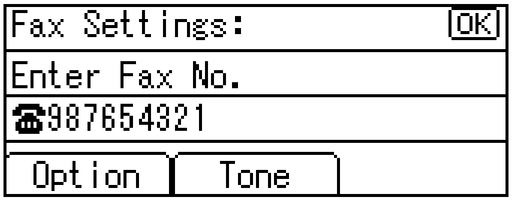
- ❒ If you selected **[Delete]** in step **5**, press **[Yes]** to delete all user information, and then proceed to step **15**.

11 **Select [Fax Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Dest. Settings    1/1  ⇕ OK
 Fax Settings
 E-mail Settings
 Program Group
```

12 **Press the 【Clear/Stop】 key, and then press the 【OK】 key.**



```
Fax Settings:                  OK
Enter Fax No.
☎987654321
Option   Tone
```

13 **Press the 【Cancel】 key.**

14 **Press the 【OK】 key.**

The "`Programmed`" message appears, and then the "Address Book" display returns.

15 **Press the 【User Tools/Counter】 key.**

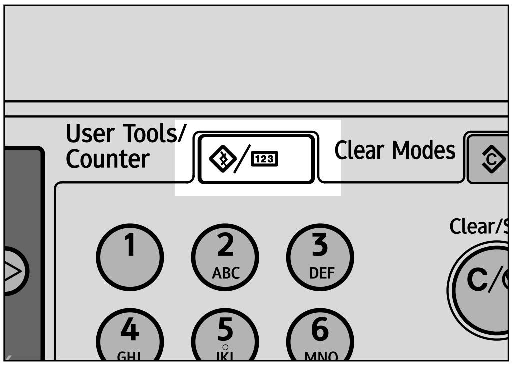
E-mail Destination

Register e-mail destinations, so you do not need to enter e-mail addresses every time, and can send scan files by e-mail, or send fax documents by Internet Fax. You can also receive a Transmission Result Report by e-mail when you use the User Transmission function to send an Internet Fax. See “User Transmission”, *Facsimile Reference <Advanced Features>*.

- It is easy to select the e-mail destination if you register “User (Destination) Name” for the e-mail destination.
- You can register e-mail destinations as a group.
- You can use the e-mail address as the sender address when sending scan files in scanner mode. If you do this, set a sender's password on the sender address to prevent use by other people.

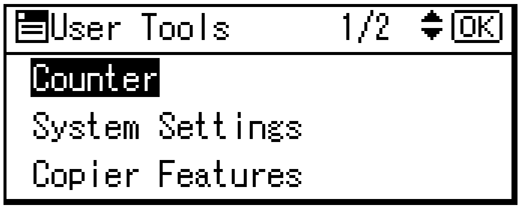
Registering an E-mail Destination

1 Press the 【User Tools/Counter】 key.

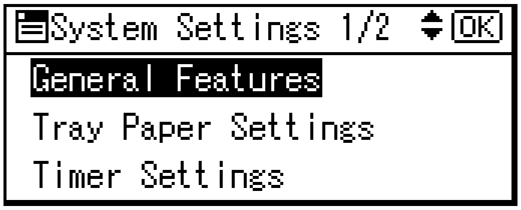


ABU205S

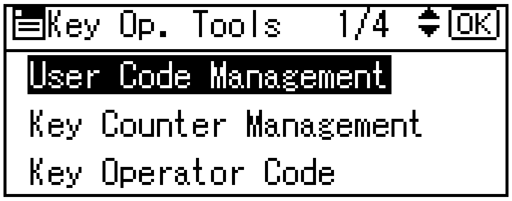
2 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.


User Tools 1/2 OK
Counter
System Settings
Copier Features

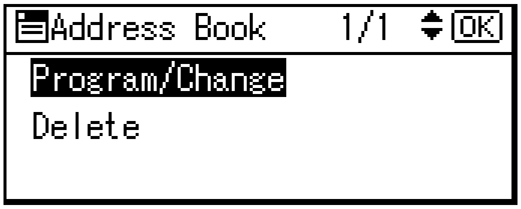
3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.


System Settings 1/2 OK
General Features
Tray Paper Settings
Timer Settings

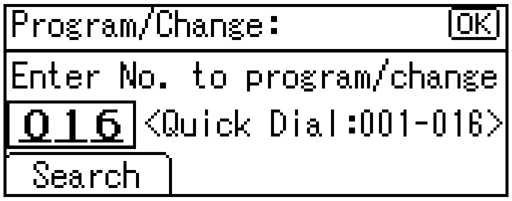
4 Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.


Key Op. Tools 1/4 OK
User Code Management
Key Counter Management
Key Operator Code

5 Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.


Address Book 1/1 OK
Program/Change
Delete

6 **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the【OK】key.**



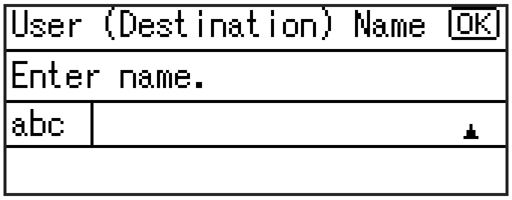
Program/Change: OK

Enter No. to program/change

016 <Quick Dial:001-016>

Search

7 **Enter the user (destination) name using the number keys and the Quick Dial keys, and then press the【OK】key.**



User (Destination) Name OK

Enter name.

abc

Note

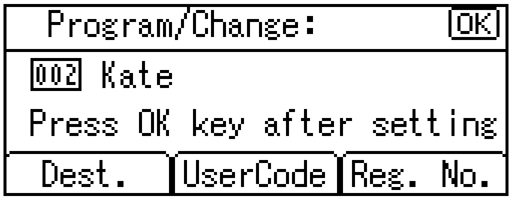
❒ You can use the user name when selecting an address to send to.

❒ You can register the user code after the user name. For details, see p.45 "User Code (MFP)".

Reference

For details about entering text, see p.83 "Entering Text".

8 **Press [Dest.].**



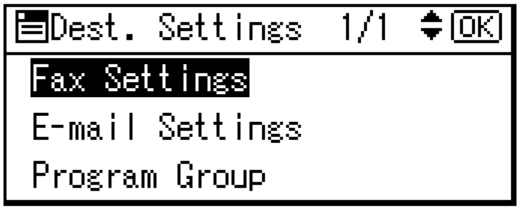
Program/Change: OK

002 Kate

Press OK key after setting

Dest. | UserCode | Reg. No.

9 **Select [E-mail Settings] using【▲】or【▼】, and then press the【OK】key.**



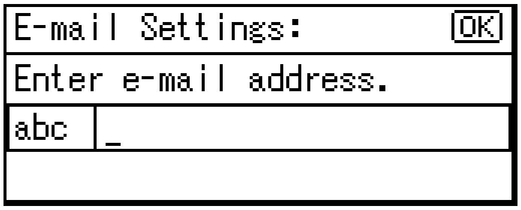
Dest. Settings 1/1 ⬍ OK

Fax Settings

E-mail Settings

Program Group

10 **Enter the e-mail address using the number keys and the Quick Dial keys, and then press the【OK】key.**



E-mail Settings: OK

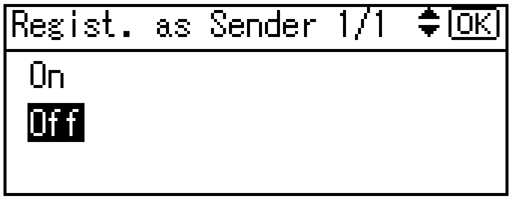
Enter e-mail address.

abc _

Note

❒ You can register the e-mail address up to 128 characters.

11 **To use the e-mail address as the sender, select [On] using【▲】or【▼】, and then press the【OK】key.**



Regist. as Sender 1/1 ⬍ OK

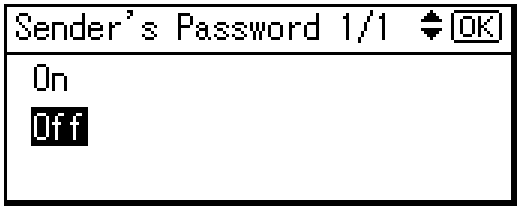
On

Off

Note

❒ If you select **[Off]**, proceed to step 14.

12 **Select [On] using【▲】or【▼】, and then press the【OK】key.**



Sender's Password 1/1 ⬍ OK

On

Off

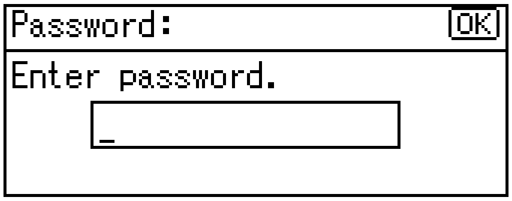
Note

❒ You can stop sender's names being accessed by setting a sender's password.

❒ This function is not available when using Internet Fax to send e-mails.

❒ If you select **[Off]**, proceed to step 14.

13 Enter the sender's password using the number keys, and then press the 【OK】 key.



Password: OK

Enter password.

_

Note

- ❒ You can enter up to eight digits.

14 Press the 【Cancel】 key.

15 Press the 【OK】 key.

The "`Programmed`" message appears, and then the "Address Book" display returns.

Note

- ❒ To register the destination to a group, see p.63 "Registering a Destination to a Group".

16 Press the 【User Tools/Counter】 key.

Changing a Registered E-mail Destination

1 Press the 【User Tools/Counter】 key.

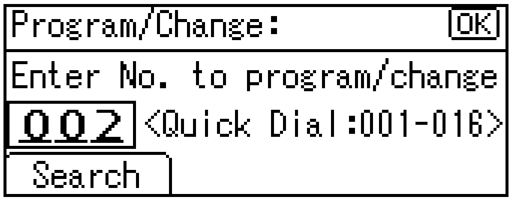
2 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.

5 Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.

6 Press [Search].



Program/Change: OK

Enter No. to program/change

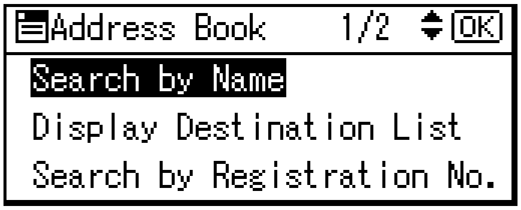
002 <Quick Dial:001-016>

Search

Note

- ❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step 9.
- ❒ You can also search the registered destination by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

7 Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.



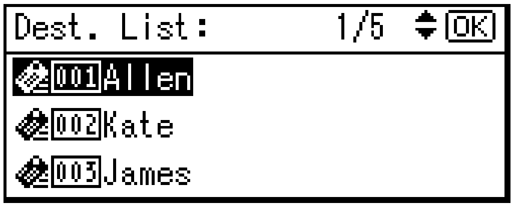
Address Book 1/2 ⬍ OK

Search by Name

Display Destination List

Search by Registration No.

8 Select the e-mail destination user you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.



Dest. List: 1/5 ⬍ OK

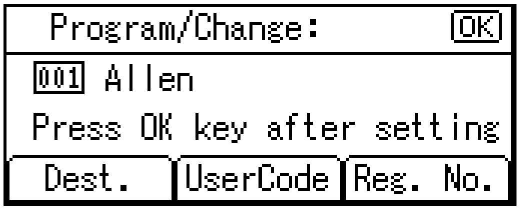
001 Allen

002 Kate

003 James

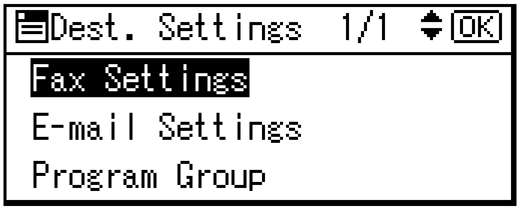
9 Press the 【OK】 key.

10 Press **[Dest.]**.



```
Program/Change:            OK
001  Allen
Press OK key after setting
 Dest.  UserCode  Reg. No.
```

11 Select **[E-mail Settings]** using 【▲】 or 【▼】, and then press the 【OK】 key.

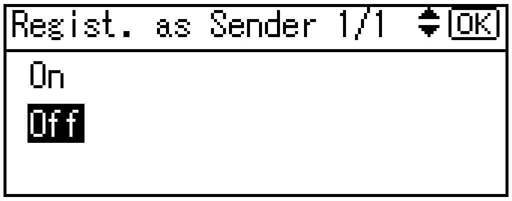


```
Dest. Settings    1/1  ⇕ OK
Fax Settings
E-mail Settings
Program Group
```

12 Enter the new e-mail address using the number keys and the Quick Dial keys, and then press the 【OK】 key.

13 To use the e-mail address as a sender, select **[On]** using 【▲】 or 【▼】, and then press the 【OK】 key.

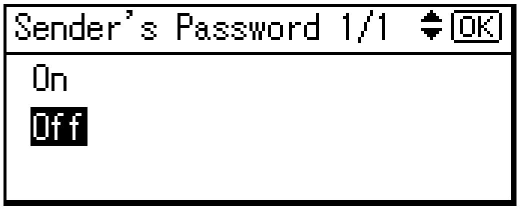
If you select **[Off]**, proceed to step 16.



```
Regist. as Sender 1/1  ⇕ OK
On
Off
```

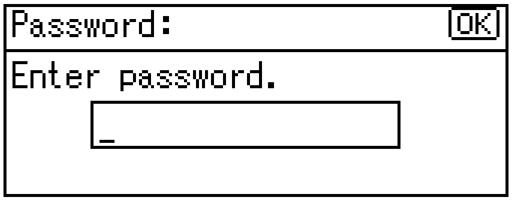
14 To set a sender's password, select **[On]** using 【▲】 or 【▼】, and then press the 【OK】 key.

If you select **[Off]**, proceed to step 16.



```
Sender's Password 1/1  ⇕ OK
On
Off
```

15 Enter the sender's password using the number keys, and then press the 【OK】 key.



```
Password:                  OK
Enter password.
        _
```

16 Press the 【Cancel】 key.

17 Press the 【OK】 key.

The “`Programmed`” message appears, and then the “Address Book” display returns.

18 Press the 【User Tools/Counter】 key.

Deleting a Registered E-mail Destination

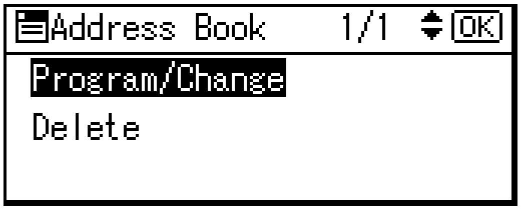
1 Press the 【User Tools/Counter】 key.

2 Select **[System Settings]** using 【▲】 or 【▼】, and then press the 【OK】 key.

3 Select **[Key Operator Tools]** using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Select **[Address Book Management]** using 【▲】 or 【▼】, and then press the 【OK】 key.

5 Select **[Program/Change]** or **[Delete]** using 【▲】 or 【▼】, and then press the 【OK】 key.

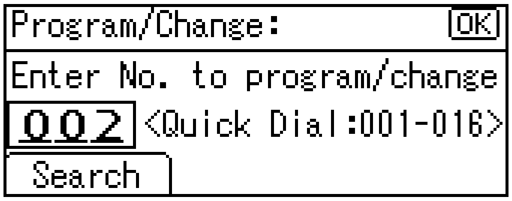


```
Address Book      1/1  ⇕ OK
Program/Change
Delete
```

Note

- ❒ Select **[Program/Change]** if you want to delete only the e-mail address.
- ❒ Select **[Delete]** if you want to delete all user information.

6 **Press [Search].**

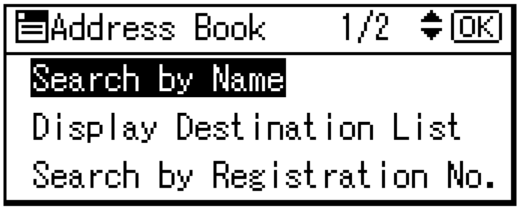


Program/Change: OK
Enter No. to program/change
002 <Quick Dial:001-016>
Search

Note

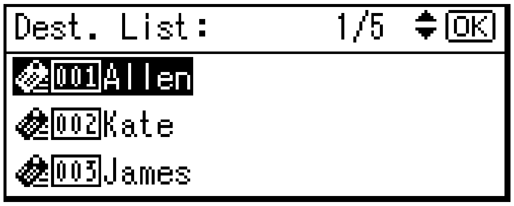
- ❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the **【OK】** key, and then proceed to step **9**.
- ❒ You can also search the registered destination by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

7 **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Address Book 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

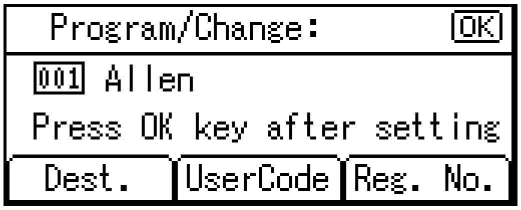
8 **Select the e-mail destination user you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.**



Dest. List: 1/5 ⇕ OK
001 Allen
002 Kate
003 James

9 **Press the 【OK】 key.**

10 **Press [Dest.].**

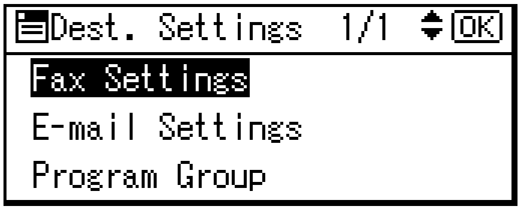


Program/Change: OK
001 Allen
Press OK key after setting
Dest. | UserCode | Reg. No.

Note

- ❒ If you selected **[Delete]** in step **5**, press **[Yes]** to delete all user information, and then proceed to step **16**.

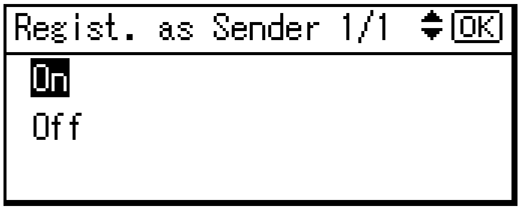
11 **Select [E-mail Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Dest. Settings 1/1 ⇕ OK
Fax Settings
E-mail Settings
Program Group

12 **Press the 【Clear/Stop】 key, and then press the 【OK】 key .**

13 **Select [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Regist. as Sender 1/1 ⇕ OK
On
Off

14 **Press the 【Cancel】 key.**

15 **Press the 【OK】 key.**

The "`Programmed`" message appears, and then the "Address Book" display returns.

16 **Press the 【User Tools/Counter】 key.**

Registering Destinations to a Group

Register destinations to a group to easily control registered fax and e-mail address for each group.

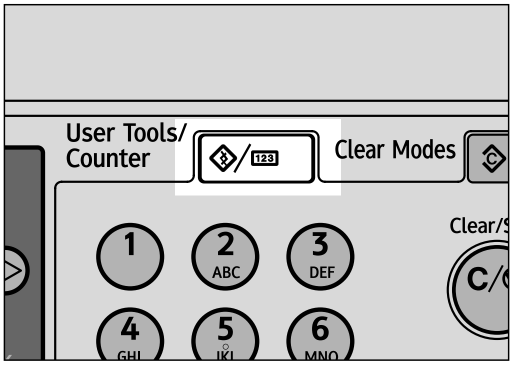
To group destinations, the groups must be registered beforehand.

Note

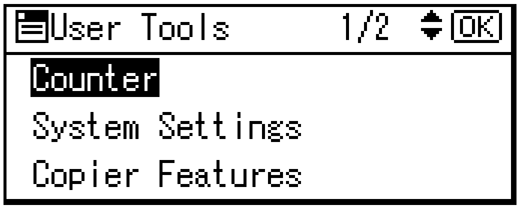
- ❒ You can register up to 10 groups.

Registering a New Group

1 **Press the 【User Tools/Counter】 key.**

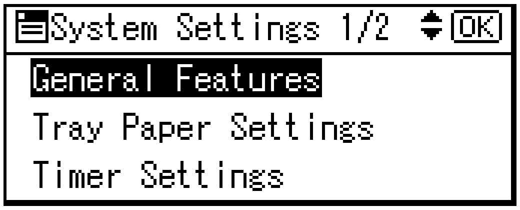


2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



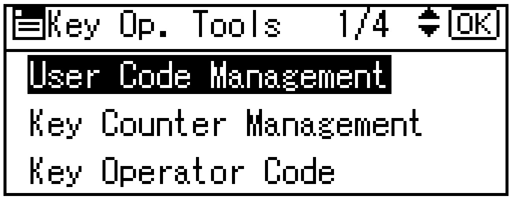
User Tools 1/2 ⇕ OK
Counter
System Settings
Copier Features

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



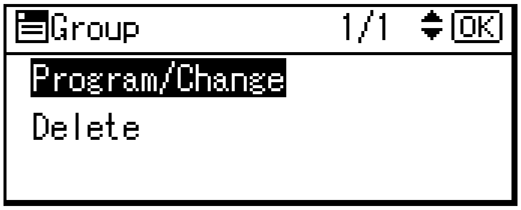
System Settings 1/2 ⇕ OK
General Features
Tray Paper Settings
Timer Settings

4 **Select [Prgrm./Change/Delete Group] using 【▲】 or 【▼】, and then press the 【OK】 key.**



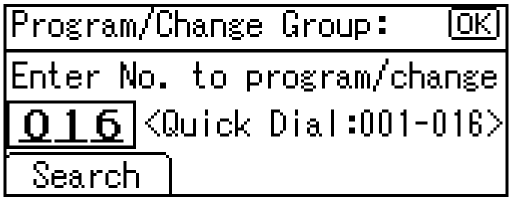
Key Op. Tools 1/4 ⇕ OK
User Code Management
Key Counter Management
Key Operator Code

5 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**



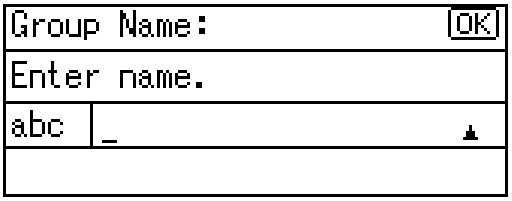
Group 1/1 ⇕ OK
Program/Change
Delete

6 **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the 【OK】 key.**



Program/Change Group: OK
Enter No. to program/change
016 <Quick Dial:001-016>
Search

7 **Enter the group name using the number keys and the Quick Dial keys, and then press the 【OK】 key.**



Group Name: OK
Enter name.
abc _

Reference

For details about entering text, see p.83 "Entering Text".

8 **Press the 【OK】 key.**

The "`Programmed`" message appears, and then the "Group" display returns.

9 **Press the 【User Tools/Counter】 key.**

Registering a Destination to a Group

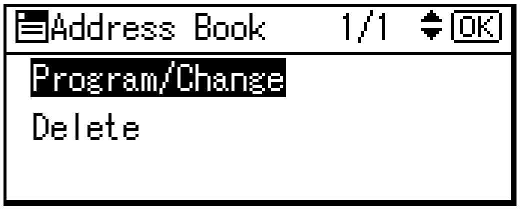
1 **Press the 【User Tools/Counter】 key.**

2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

5 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

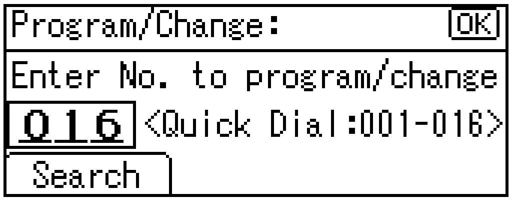


Address Book 1/1

Program/Change

Delete

6 **Press [Search].**



Program/Change:

Enter No. to program/change

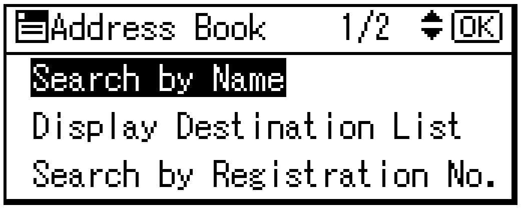
016 <Quick Dial:001-016>

Search

Note

- ❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step 9.
- ❒ You can also search the registered destination by name, registration number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

7 **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**



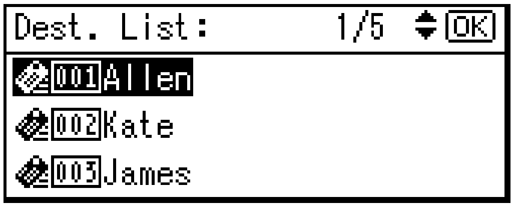
Address Book 1/2

Search by Name

Display Destination List

Search by Registration No.

8 **Select the destination you want to register to a group using 【▲】 or 【▼】, and then press the 【OK】 key.**



Dest. List: 1/5

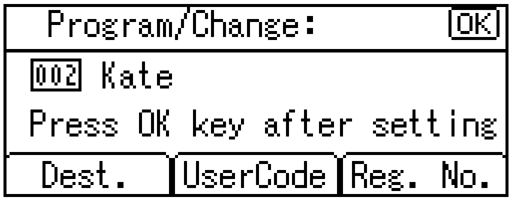
001 Allen

002 Kate

003 James

9 **Press the 【OK】 key.**

10 **Press [Dest.].**



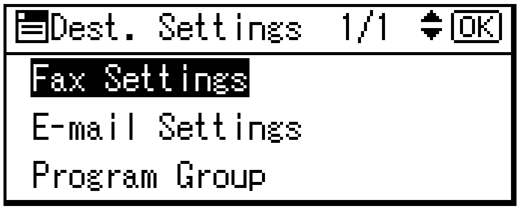
Program/Change:

002 Kate

Press OK key after setting

Dest. UserCode Reg. No.

11 Select **[Program Group]** using 【▲】 or 【▼】, and then press the 【OK】 key.



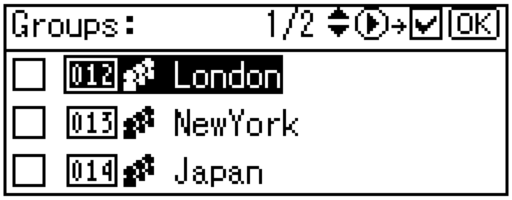
Dest. Settings 1/1 ⇕ OK

Fax Settings

E-mail Settings

Program Group

12 Select the group name to which you want to register using 【▲】 or 【▼】, and then check it using 【▶】.



Groups: 1/2 ⇕ ▶→☑ OK

☐ 012 London

☐ 013 NewYork

☐ 014 Japan

13 Press the 【OK】 key.

14 Press the 【Cancel】 key.

15 Press the 【OK】 key.

The "`Programmed`" message appears, and then the "Address Book" display returns.

16 Press the 【User Tools/Counter】 key.

Removing a Destination from a Group

1 Press the 【User Tools/Counter】 key.

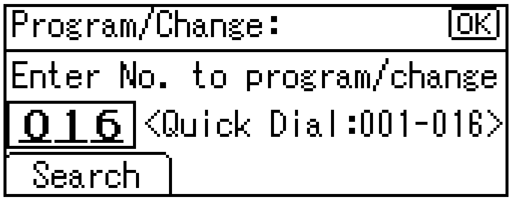
2 Select **[System Settings]** using 【▲】 or 【▼】, and then press the 【OK】 key.

3 Select **[Key Operator Tools]** using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Select **[Address Book Management]** using 【▲】 or 【▼】, and then press the 【OK】 key.

5 Select **[Program/Change]** using 【▲】 or 【▼】, and then press the 【OK】 key.

6 Press **[Search]**.



Program/Change: OK

Enter No. to program/change

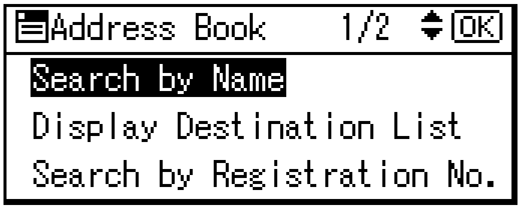
016 <Quick Dial:001-016>

Search

Note

- ❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **9**.
- ❒ You can also search the registered destination by name, registration number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

7 Select **[Display Destination List]** using 【▲】 or 【▼】, and then press the 【OK】 key.



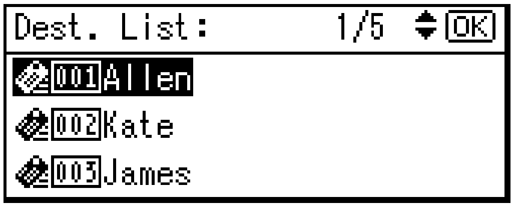
Address Book 1/2 ⇕ OK

Search by Name

Display Destination List

Search by Registration No.

8 Select the destination you want to remove from a group using 【▲】 or 【▼】, and then press the 【OK】 key.



Dest. List: 1/5 ⇕ OK

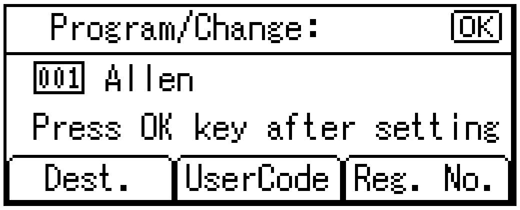
001 Allen

002 Kate

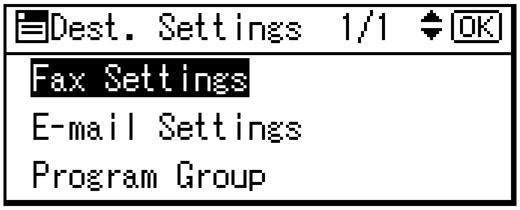
003 James

9 Press the 【OK】 key.

10 **Press [Dest.].**


Program/Change: OK
001 Allen
Press OK key after setting
Dest. | UserCode | Reg. No.

11 **Select [Program Group] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Dest. Settings 1/1 ⇕ OK
Fax Settings
E-mail Settings
Program Group

12 **Select the group name from which you want to remove the user (destination) using 【▲】 or 【▼】, and then check it using 【◀】.**

13 **Press the 【OK】 key.**

14 **Press the 【Cancel】 key.**

15 **Press the 【OK】 key.**

The "`Programmed`" message appears, and then the "Address Book" display returns.

16 **Press the 【User Tools/Counter】 key.**

Displaying the Destinations Registered in Groups

1 **Press the 【User Tools/Counter】 key.**

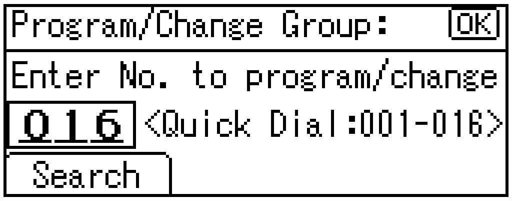
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Prgrm./Change/Delete Group] using 【▲】 or 【▼】, and then press the 【OK】 key.**

5 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6 **Press [Search].**

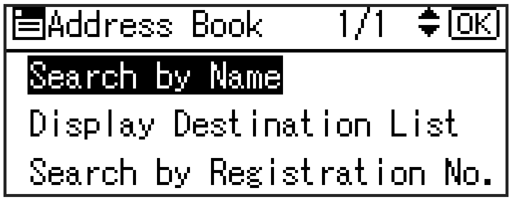

Program/Change Group: OK
Enter No. to program/change
016 <Quick Dial:001-016>
Search

Note

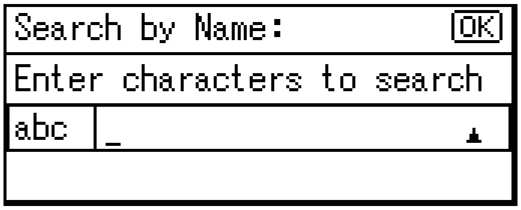
❒ You can also enter the registration number of the group using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **7**.

Searching to select a registered group by name

❶ **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Address Book 1/1 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

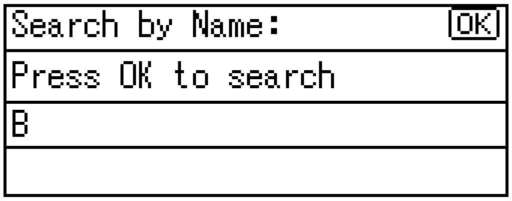
❷ **Enter the characters of the destination you want to display using the number keys and the Quick Dial keys, and then press the 【OK】 key.**


Search by Name: OK
Enter characters to search
abc _

Reference

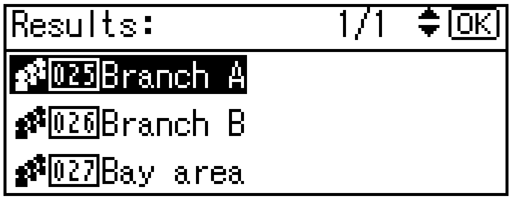
For details about entering text, see p.83 "Entering Text".

❸ **Press the 【OK】 key.**



Search by Name: OK
Press OK to search
B

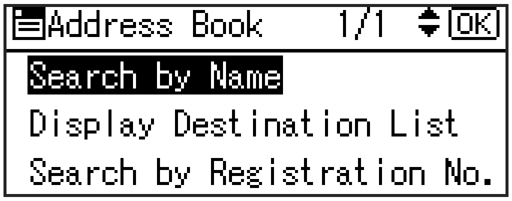
❹ **Select the group you want to display using 【▲】 or 【▼】, and then press the 【OK】 key.**



Results: 1/1 ⬍ OK
025 Branch A
026 Branch B
027 Bay area

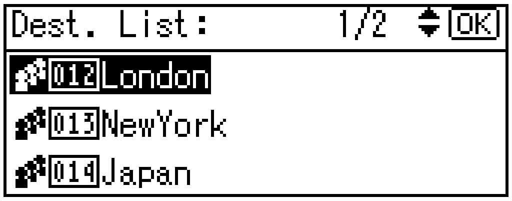
Searching to select a registered group from Destination List

❶ **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Address Book 1/1 ⬍ OK
Search by Name
Display Destination List
Search by Registration No.

❷ **Select the group you want to display using 【▲】 or 【▼】, and then press the 【OK】 key.**

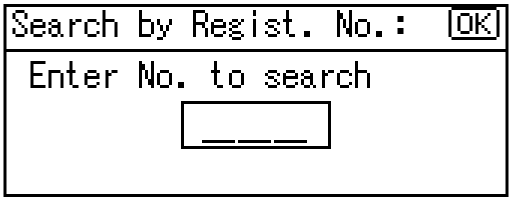


Dest. List: 1/2 ⬍ OK
012 London
013 NewYork
014 Japan

Searching to select a registered group by registration number

❶ **Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❷ **Enter the registration number of the group you want to display using the number keys, and then press the 【OK】 or 【#】 key.**

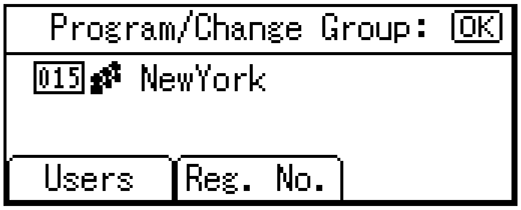


Search by Regist. No.: OK
Enter No. to search
____

❸ **Press the 【OK】 key.**

7 **Press the 【OK】 key.**

8 **Press [Users].**



Program/Change Group: OK
015 NewYork
Users | Reg. No.

All the user (destination) names in the specified group appear.

9 **Press the 【User Tools/Counter】 key.**

Changing a Group Name

1 Press the **【User Tools/Counter】** key.

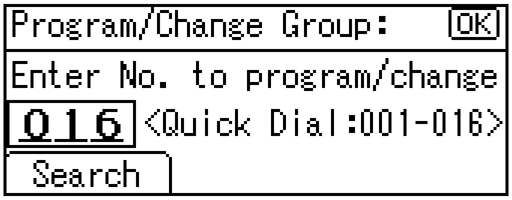
2 Select **[System Settings]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

3 Select **[Key Operator Tools]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

4 Select **[Prgrm./Change/Delete Group]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

5 Select **[Program/Change]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

6 Press **[Search]**.



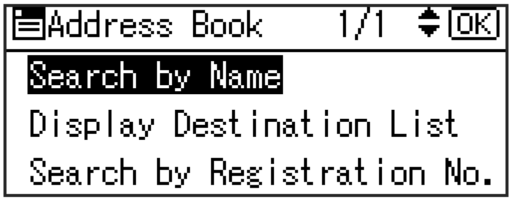
Program/Change Group: OK
Enter No. to program/change
016 <Quick Dial:001-016>
Search

Note

- ☐ You can also enter the registration number of the group using the number keys or the Quick Dial keys. After entering the number, press the **【OK】** key, and then proceed to step **7**.

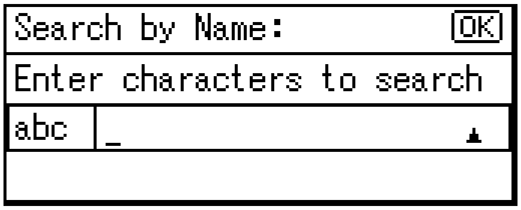
Searching to select a registered group by name

❶ **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Address Book 1/1 OK
Search by Name
Display Destination List
Search by Registration No.

❷ **Enter the characters of the destination you want to change using the number keys and the Quick Dial keys, and then press the 【OK】 key.**

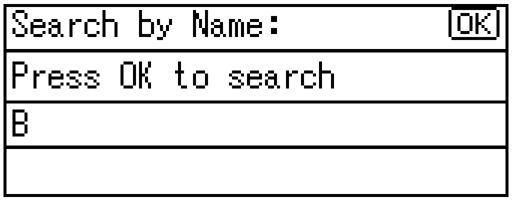


Search by Name: OK
Enter characters to search
abc _

Reference

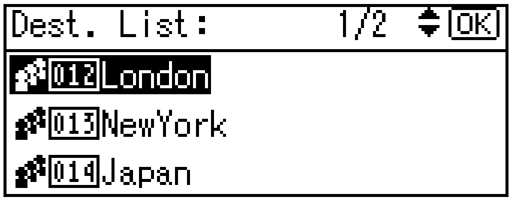
For details about entering text, see p.83 "Entering Text".

❸ **Press the 【OK】 key.**



Search by Name: OK
Press OK to search
B

❹ **Select the group you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**

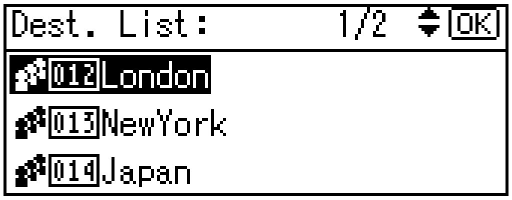


Dest. List: 1/2 OK
012 London
013 NewYork
014 Japan

Searching to select a registered group from Destination List

❶ **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❷ **Select the group you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**

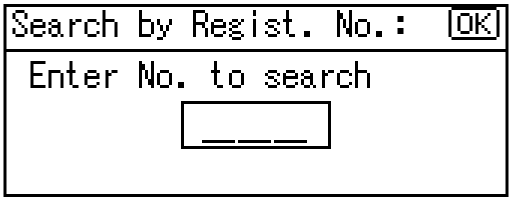


Dest. List: 1/2 OK
012 London
013 NewYork
014 Japan

Searching to select a registered group by registration number

❶ **Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❷ **Enter the registration number of the group you want to change using the number keys, and then press the 【OK】 or 【#】 key.**



```
Search by Regist. No.:          OK
 Enter No. to search
            ____
```

❸ **Press the 【OK】 key.**

7. Enter the new group name using the number keys and the Quick Dial keys, and then press the 【OK】 key.

Reference

For details about entering text, see p.83 "Entering Text".

8. Press the 【OK】 key.

The "`Programmed`" message appears, and then the "Group" display returns.

9. Press the 【User Tools/Counter】 key.

Deleting a Group

1. Press the 【User Tools/Counter】 key.

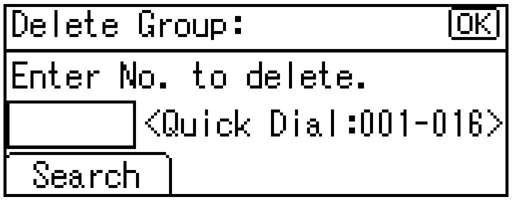
2. Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

3. Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

4. Select [Prgrm./Change/Delete Group] using 【▲】 or 【▼】, and then press the 【OK】 key.

5. Select [Delete] using 【▲】 or 【▼】, and then press the 【OK】 key.

6. Press [Search].



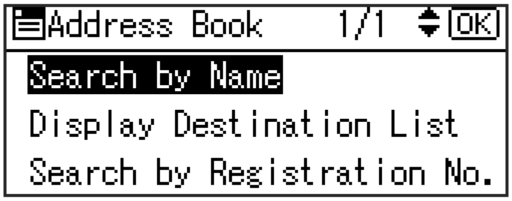
```
Delete Group:                  OK
Enter No. to delete.
          <Quick Dial:001-016>
 Search
```

Note

❒ You can also enter the registration number of the group using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step 7.

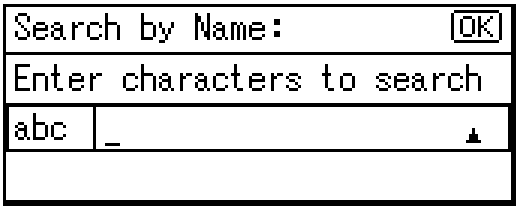
Searching to select a registered group by name

❶ **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Address Book        1/1  ⇕ OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

❷ Enter the characters of the destination you want to delete using the number keys and the Quick Dial keys, and then press the 【OK】 key.



Search by Name: OK

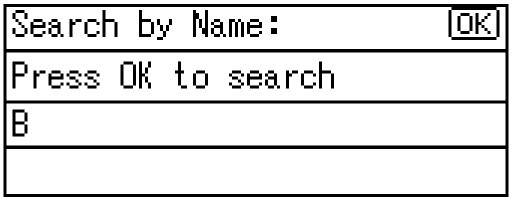
Enter characters to search

abc _

Reference

For details about entering text, see p.83 "Entering Text".

❸ Press the 【OK】 key.

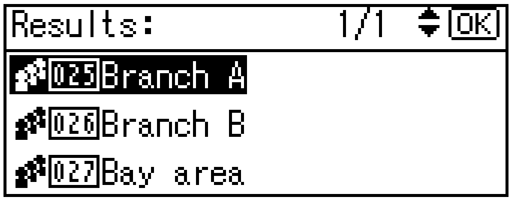


Search by Name: OK

Press OK to search

B

❹ Select the group you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.



Results: 1/1 OK

025 Branch A

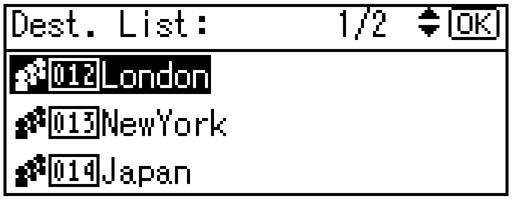
026 Branch B

027 Bay area

Searching to select a registered group from Destination List

❶ Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.

❷ Select the group you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.



Dest. List: 1/2 OK

012 London

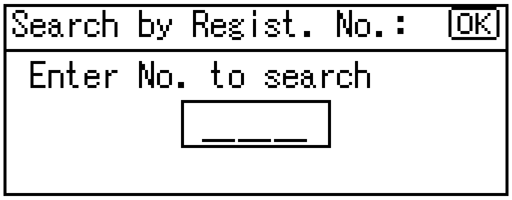
013 NewYork

014 Japan

Searching to select a registered group by registration number

❶ Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.

❷ Enter the registration number of the group you want to delete using the number keys, and then press the 【OK】 or 【#】 key.



Search by Regist. No.: OK

Enter No. to search

____

❸ Press the 【OK】 key.

A confirmation message appears.

7 Press [Yes].

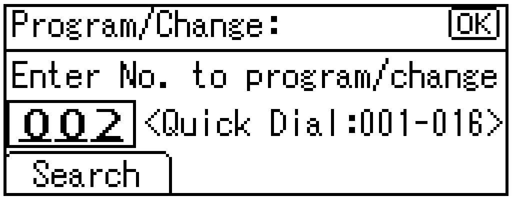
The "Deleted." message appears, and then the "Group" display returns.

8 Press the 【User Tools/Counter】 key.

Using the Search Function to Select a Destination

You can use the search function to select a registered destination by name, registered number, user code, fax number or e-mail address.

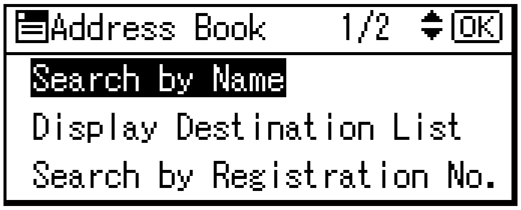
1. Press the 【**User Tools/Counter**】 key.
2. Select [**System Settings**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.
3. Select [**Key Operator Tools**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.
4. Select [**Address Book Management**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.
5. Select [**Program/Change**] or [**Delete**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.
6. Press [**Search**].



Program/Change: OK
Enter No. to program/change
002 <Quick Dial:001-016>
Search

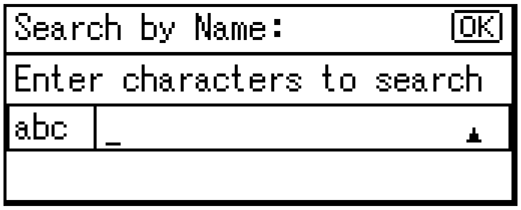
Searching to select a registered destination by name

① Select [**Search by Name**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.



Address Book 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

② Enter the characters of the user (destination) you want to change or delete using the number keys and the Quick Dial keys, and then press the 【**OK**】 key.

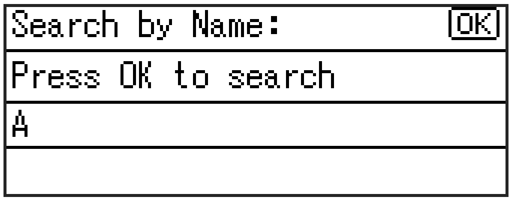


Search by Name: OK
Enter characters to search
abc _

Reference

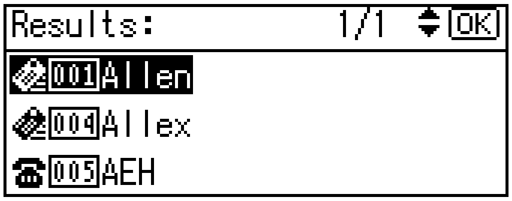
For details about entering text, see p.83 "Entering Text".

③ Press the 【**OK**】 key.



Search by Name: OK
Press OK to search
A

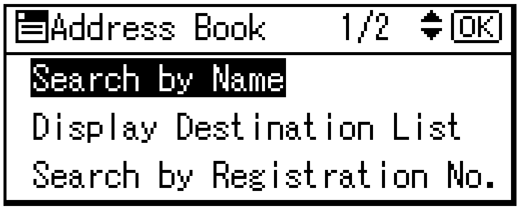
④ **Select the user (destination) you want to change or delete using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Results:          1/1  ⇕ OK
001 Allen
004 Allex
☎ 005 AEH
```

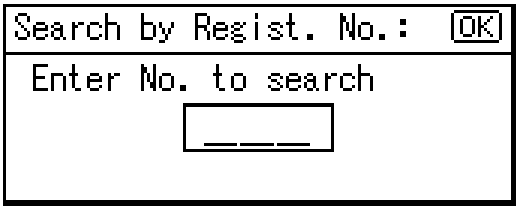
Searching to select a registered destination by registration number

① **Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Address Book      1/2  ⇕ OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

② **Enter the registration number of the user (destination) you want to change or delete using the number keys, and then press the 【OK】 or 【#】 key.**

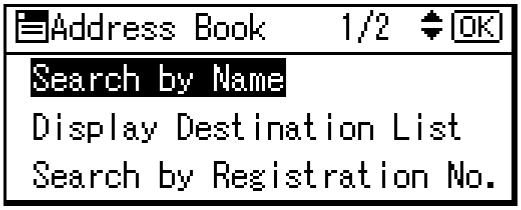


```
Search by Regist. No.:    OK
 Enter No. to search
           ____
```

③ **Press the 【OK】 key.**

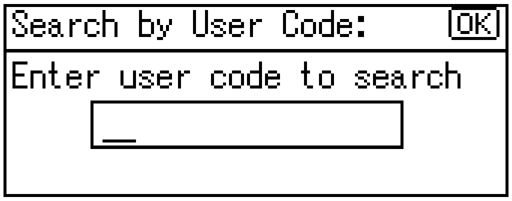
Searching to select a registered destination by user code

① **Select [Search by User Code] using 【▲】 or 【▼ 】, and then press the 【OK】 key.**



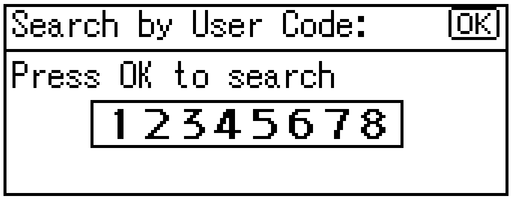
```
Address Book      1/2  ⇕ OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

② **Enter the user code of the user (destination) you want to change or delete using the number keys, and then press the 【OK】 or 【#】 key.**



```
Search by User Code:      OK
Enter user code to search
      _
```

③ **Press the 【OK】 or 【#】 key.**

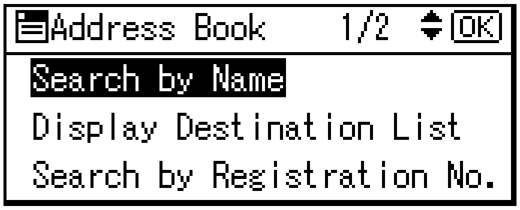


```
Search by User Code:      OK
Press OK to search
      12345678
```

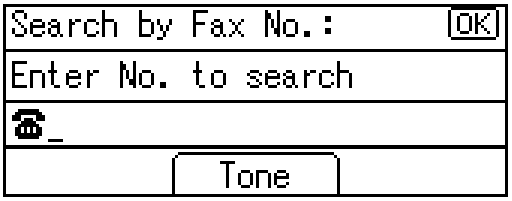
④ **Press the 【OK】 key.**

Searching to select a registered destination by fax number

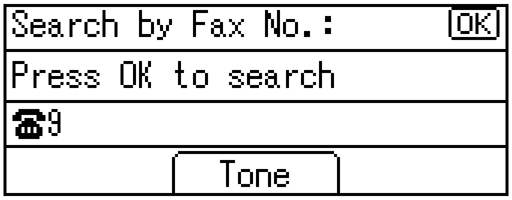
❶ **Select [Search by Fax No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Address Book 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

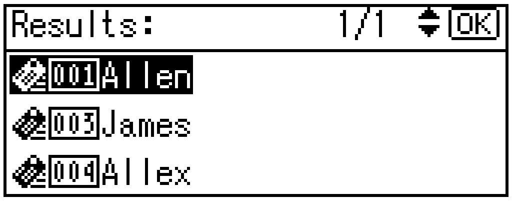
❷ **Enter the fax number of the user (destination) you want to change or delete using the number keys, and then press the 【OK】 key.**


Search by Fax No.: OK
Enter No. to search
☎_
Tone

❸ **Press the 【OK】 key.**

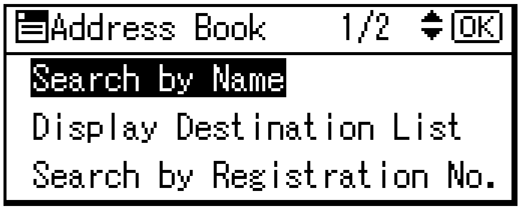

Search by Fax No.: OK
Press OK to search
☎9
Tone

❹ **Select the user (destination) you want to change or delete using 【▲】 or 【▼】, and then press the 【OK】 key.**

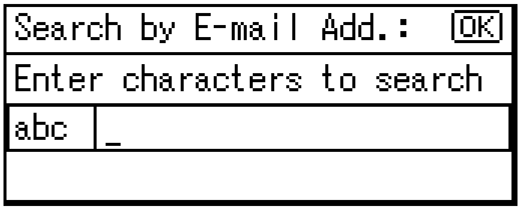

Results: 1/1 ⇕ OK
001 Allen
003 James
004 Allex

Searching to select a registered destination by e-mail address

❶ **Select [Search by E-mail Address] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Address Book 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

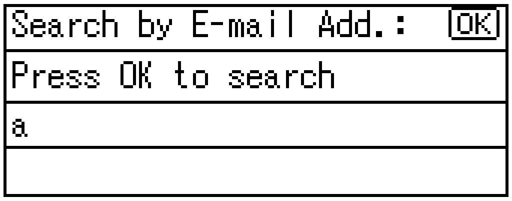
❷ **Enter the e-mail address of the user (destination) you want to change or delete using the number keys and the Quick Dial keys, and then press the 【OK】 key.**


Search by E-mail Add.: OK
Enter characters to search
abc _

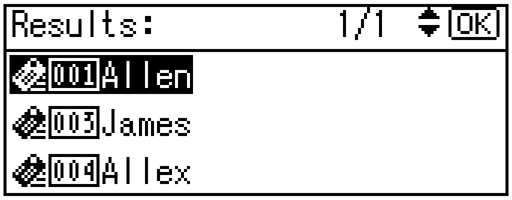
Reference

For details about entering text, see p.83 "Entering Text".

❸ **Press the 【OK】 key.**


Search by E-mail Add.: OK
Press OK to search
a

❹ **Select the user (destination) you want to change or delete using 【▲】 or 【▼】, and then press the 【OK】 key.**


Results: 1/1 ⇕ OK
001 Allen
003 James
004 Allex

4. Troubleshooting

If Your Machine Does Not Operate As You Want

The following chart gives explanations of common problems and messages. If other messages appear, follow the instructions displayed.

Note

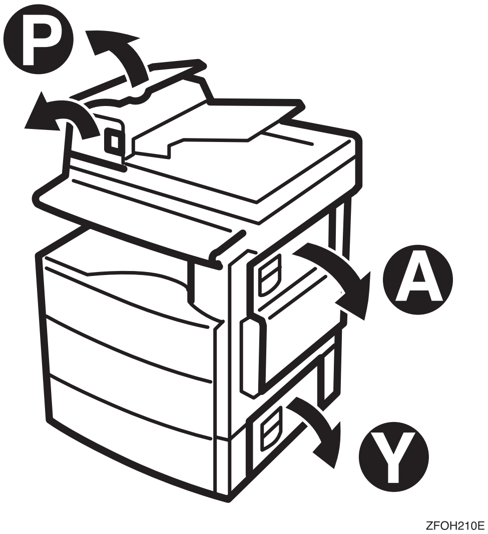
- ❒ For further “Troubleshooting”, refer to the other manuals for this machine. See p.i “Manuals for This Machine”.

Problem	**Causes**	**Solutions**
“`Please wait.`” appears.	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine to get ready.
The display is off.	The machine is in Energy Saver mode.	Turn on the operation switch.
	The operation switch is turned off.	
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
The user code entry display appears.	Users are restricted by user management.	Enter the user code (up to eight digits), and then press the **【OK】** or **【#】** key.

Problem	**Causes**	**Solutions**
The main power indicator continues blinking and does not turn off when pressed.	The machine is communicating with external equipment.	Check if the machine is communicating with a computer.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into Tray 1-2 with the print side up, and bypass tray with the print side down.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See p.29 “Tray Paper Size:Tray 1–2” and p.94 “Copy Paper”.
	The tray's back fence may not be set properly.	Check the back fence is set properly. See p.77 “Changing the Paper Size”.
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover, as required.	Clear misfed paper, and then open and close the cover. See p.75 “ Clearing Misfeeds”.

Problem	Causes	Solutions
Cannot print in duplex mode.	You cannot use paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1-2 in copier mode or with the printer driver.
	[Off] is selected for **[Duplex]** in Paper Type: Tray 1-2.	Select **[On]** for **[Duplex]** in Paper Type: Tray 1-2. See p.30 “Paper Type:Tray 1– 2”.
You forgot your key operator code.	—	Contact your service representative.

Clearing Misfeeds



⚠ ***CAUTION:***

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

Important

❒ When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.

❒ To prevent misfeeds, do not leave any torn scraps of paper inside the machine.

❒ If paper misfeeds occur repeatedly, contact your service representative.

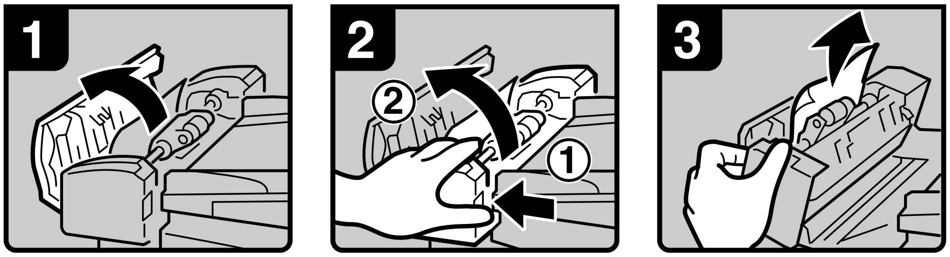
Note

❒ More than one misfeed area may be indicated. If this is the case, check every applicable area. Refer to the following charts: A, P, Y.

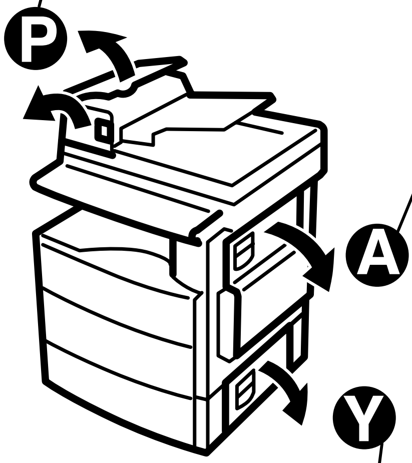
❒ You can find a sticker explaining how to remove misfed paper inside the right cover.

❒ When the machine instructs you to reset originals, reset them in the feeding position. The display will show you the number of originals to return.

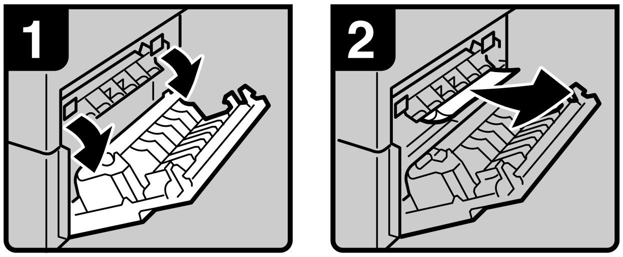
When P is displayed



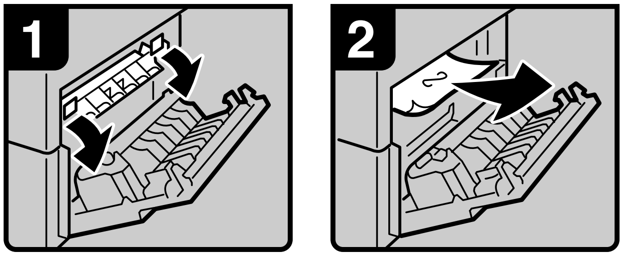
1. Open the cover of the ADF, and then remove the misfed original.
2. While pressing the knob, lift the internal cover of the ADF.
3. Remove the misfed original.



When A is displayed

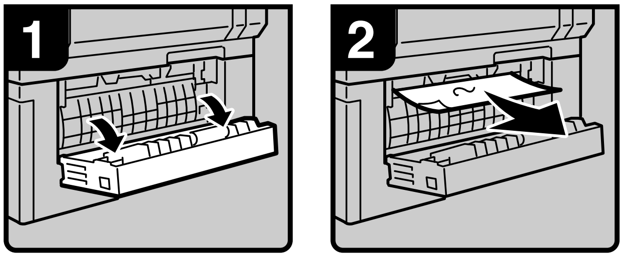


1. Open the right cover.
2. Remove the misfed paper.



1. Open the right cover, and then open the blue cover.
2. Remove the misfed paper.

When Y is displayed



1. Open the lower right cover.
2. Remove the misfed paper.

ABU040S

Changing the Paper Size

Preparation

Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. See p.29 “Tray Paper Size:Tray 1–2”.

Reference

For details about paper sizes and types, see p.94 “Copy Paper”.

Changing the Paper Size of the Paper Tray (Tray 1)

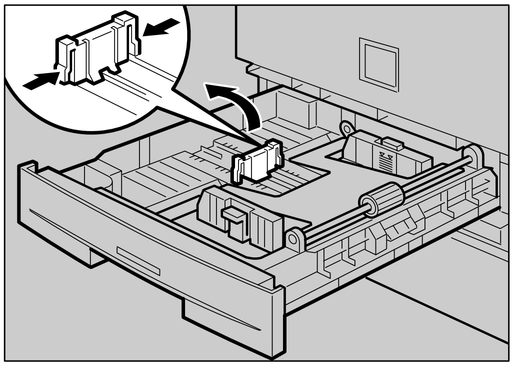
1 **Make sure the paper tray is not in use.**

2 **Pull the paper tray out slowly until it stops.**

Note

- ❐ Remove any remaining copy paper.

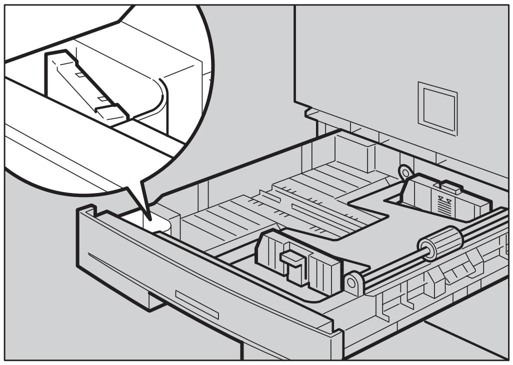
3 **While pressing the release lever, pull the back fence off from the tray.**



ABU044S

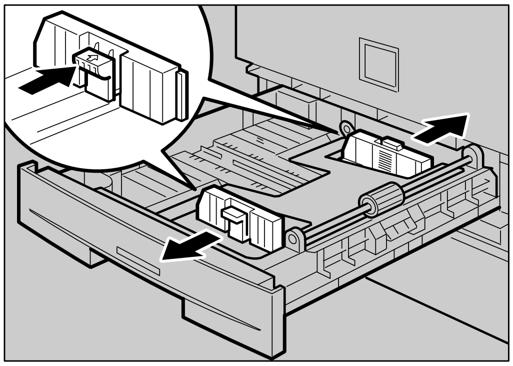
When loading A4▭ size paper

① **Place the back fence in the corner pocket on the left.**



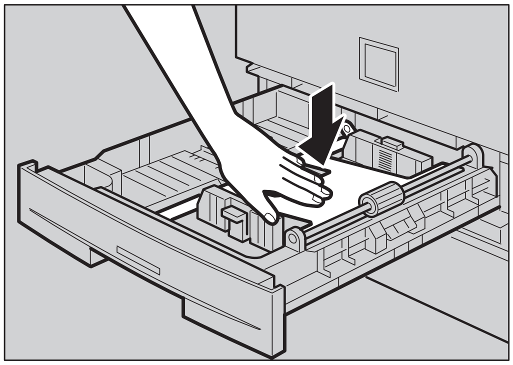
ZFOY640E

4 **While pressing the release lever, adjust the side fences.**



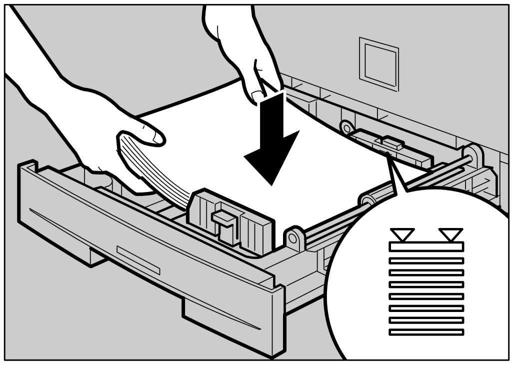
ABU048S

5 **Push the metal plate down.**



ZFOY340E

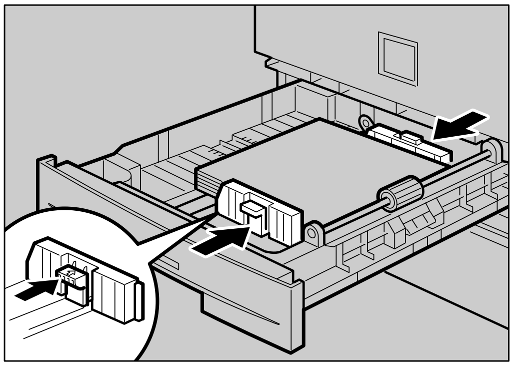
6 **Square the paper and load it in the tray.**



Important

- ❒ Be sure to load the paper under the roller.
- ❒ Do not stack paper over the limit mark.

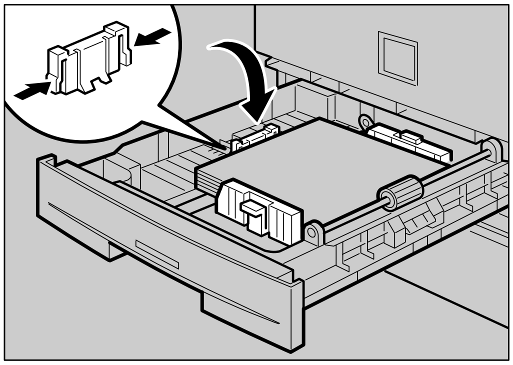
7 **While pressing the release lever, adjust the side fences to the new paper size.**



Important

- ❒ When setting small quantities of copy paper, be careful not to squeeze in the side fences too much or paper will not feed in properly.

8 **While pressing the release lever, set the back fence to the new size.**



9 **Push the paper tray in until it stops.**

Changing the Paper Size in the Paper Tray Unit (Tray 2)

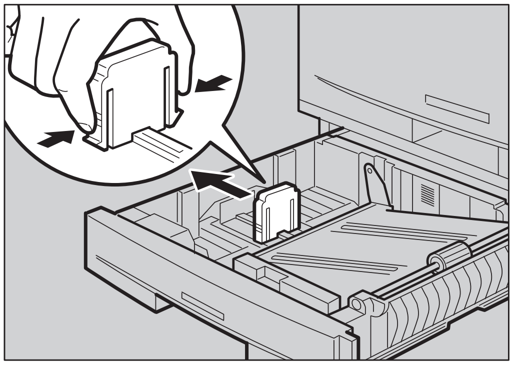
1 **Make sure the paper tray is not in use.**

2 **Pull out the paper tray until it stops.**

Note

- ❒ Remove any remaining copy paper.

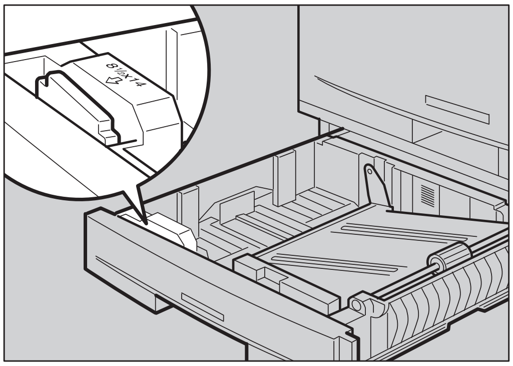
3 **While pinching the release lever, adjust the back fence.**



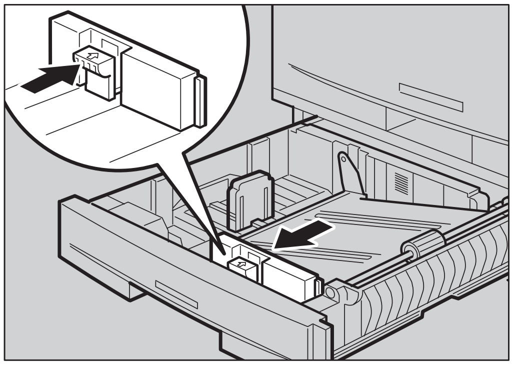
When loading 8¼" × 14"▭ or 8½" × 14"▭ size paper

❶ **Pull the back fence off from the tray.**

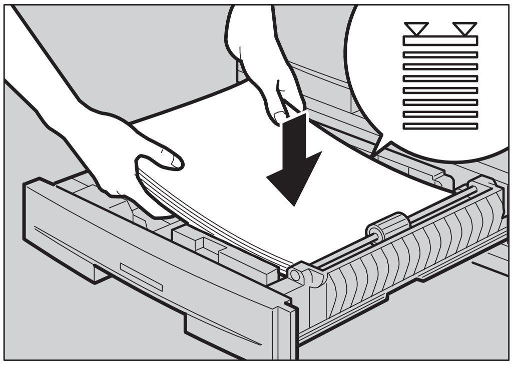
❷ **Place it in the corner pocket on the left.**



4 **While pressing the release lever, adjust the side fences.**



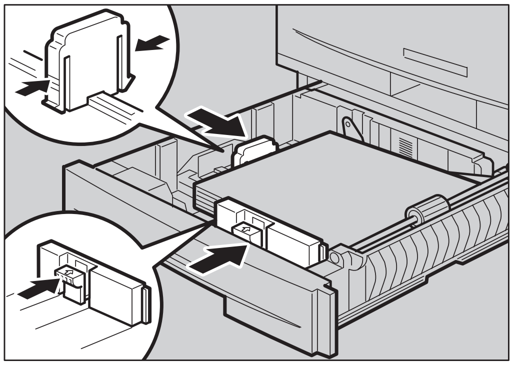
5 **Push the metal plate down, and then square the paper and load it in the tray.**



Important

- ❒ Do not stack paper over the limit mark.
- ❒ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

6 **While pinching the release lever, adjust the side and back fences to the new paper size.**



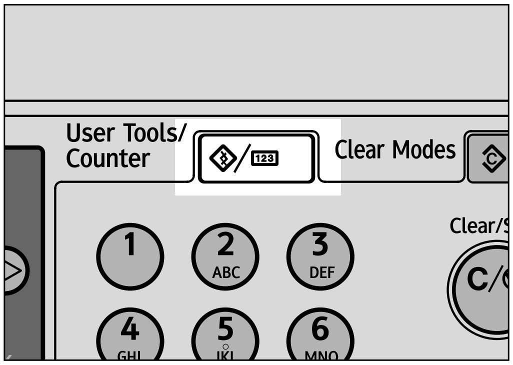
Important

- ❒ When loading small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not feed in properly.

7 **Push the paper tray in until it stops.**

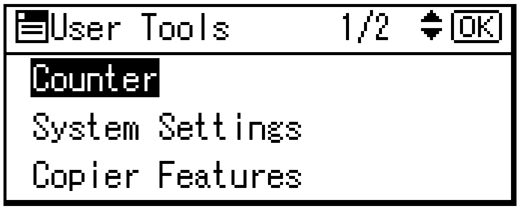
Selecting the Paper Size with User Tools

1 **Press the 【User Tools/Counter】 key.**

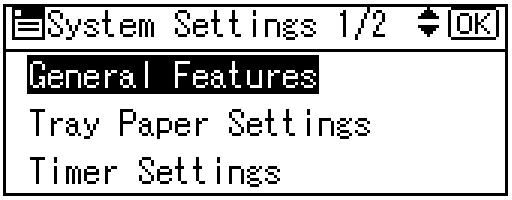


ABU205S

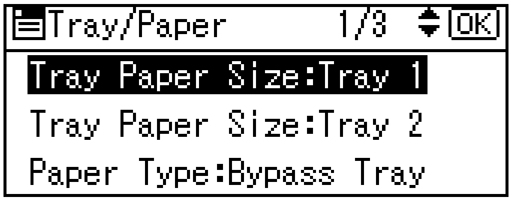
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**


User Tools 1/2 ⬍ OK
Counter
System Settings
Copier Features

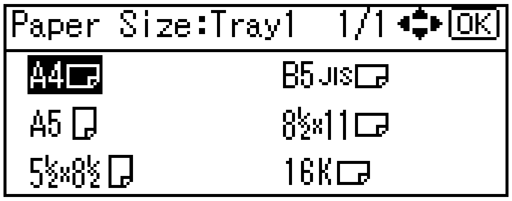
3 **Select [Tray Paper Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**


System Settings 1/2 ⬍ OK
General Features
Tray Paper Settings
Timer Settings

4 **Select the paper tray you want to change the paper size for using 【▲】 or 【▼】, and then press the 【OK】 key.**


Tray/Paper 1/3 ⬍ OK
Tray Paper Size:Tray 1
Tray Paper Size:Tray 2
Paper Type:Bypass Tray

5 **Select the paper size using the scroll keys, and then press the 【OK】 key.**


Paper Size:Tray1 1/1 ✥ OK
A4 B5 JIS
A5 8½x11
5½x8½ 16K

The "`Programmed`" message appears.

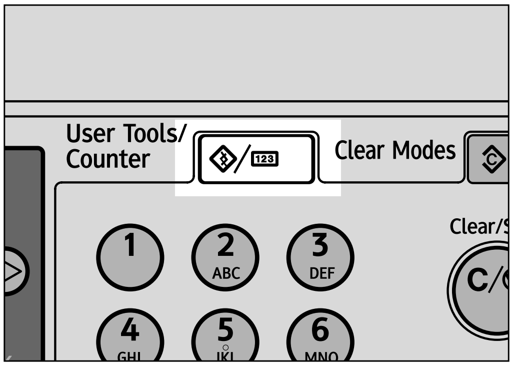
6 **Press the 【User Tools/Counter】 key.**

Other Function

Displaying the Total Counter

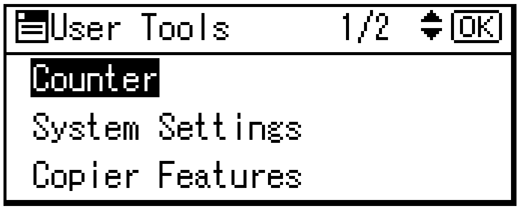
You can display the total counter value used for all functions.

1. **Press the 【User Tools/Counter】 key.**


User Tools/
Counter
123
Clear Modes
Clear/S
C/
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO

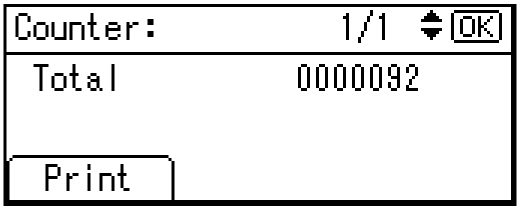
ABU205S

2. **Select [Counter] using 【▲】 or 【▼】, and then press the 【OK】 key.**



User Tools 1/2 OK
Counter
System Settings
Copier Features

3. **To print the counter list, press [Print].**



Counter: 1/1 OK
Total 0000092
Print

Note

- ❒ To print the counter list, load A4 ◻or $8^{1}/_{2}$" × 11"◻ size paper.

4. **Press the 【Start】 key.**

A counter list prints out.

5. **Press the 【User Tools/Counter】 key.**

6. Entering Text

Entering Text

This section describes how to enter characters. When you enter a character, it appears at the cursor position. If there is a character already at the cursor position, the newly entered character appears before it.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
  0123456789

Keys

❖ **Number keys**
Use to enter numbers.

❖ **Quick Dial 01 to Quick Dial 09 (A to Z)**
Press these to enter upper and lower case letters.

❖ **【Shift】 key (Quick Dial 13)**
Use to switch between uppercase and lowercase.

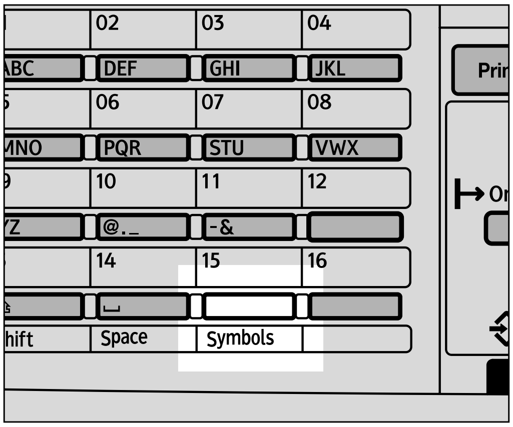
❖ **【Space】 key (Quick Dial 14)**
Press to enter a space.

❖ **【Clear/Stop】 key**
Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ **【◀】 or 【▶】**
Use to move the cursor left or right.

Note

❐ To enter symbols, press the **【Symbols】** key.



ABU106S

How to Enter Text

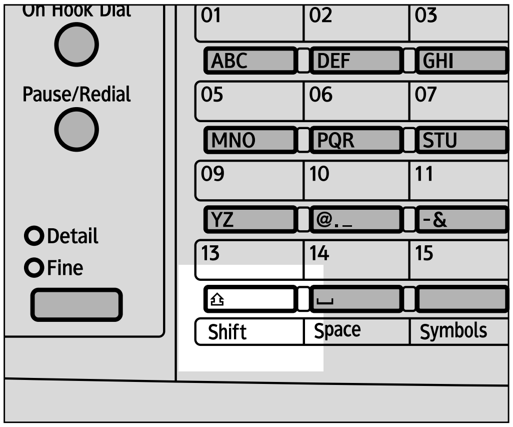
Use the Quick Dial keys 01 to 09 for entering letters.

To enter letter, press the key again until it appears.

Quick Dial Key	Letters	Quick Dial Key	Letters
01	A, B, C	09	Y, Z
02	D, E, F	10	@, ., _
03	G, H, I	11	-, &
04	J, K, L	12	Nothing
05	M, N, O	13	Shift
06	P, Q, R	14	Space
07	S, T, U	15	Symbols
08	V, W, X	16	Nothing

Entering letters

1 **Press the 【Shift】 key to switch between uppercase and lowercase.**


On Hook Dial
Pause/Redial
Detail
Fine
01
02
03
ABC
DEF
GHI
05
06
07
MNO
PQR
STU
09
10
11
YZ
@._
-&
13
14
15
Shift
Space
Symbols
ABU107S

2 **Press a Quick Dial keys.**

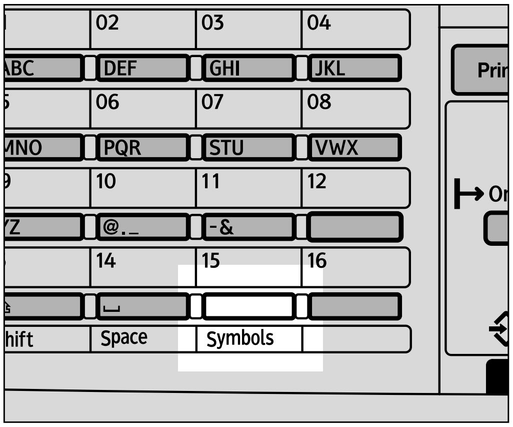
A letter is entered and the cursor moves along one space.

Note

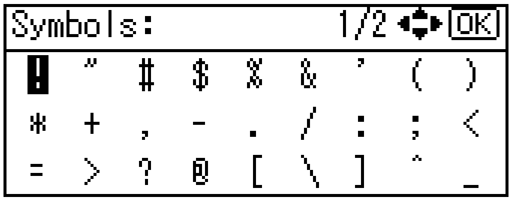
- ❒ To enter a character repeatedly, repeat step **2**.
- ❒ To insert a character, press 【◀】 or 【▶】 to move the cursor to the character you want to enter.

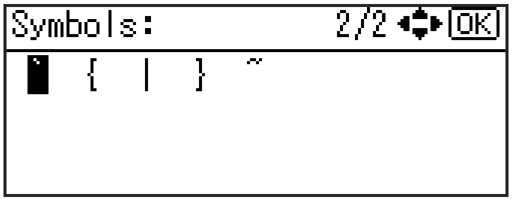
Entering symbols

1 **Press the 【Symbols】 key.**


02
03
04
BC
DEF
GHI
JKL
06
07
08
NO
PQR
STU
VWX
10
11
12
Z
@._
-&
14
15
16
hift
Space
Symbols
Pri
O
ABU106S

2 **Select the desired symbol using the scroll keys, and then press the 【OK】 key.**


Symbols: 1/2 ◀▲▼▶ OK
! " # $ % & ' ( )
* + , - . / : ; <
= > ? @ [\ ] ^ _


Symbols: 2/2 ◀▲▼▶ OK
` { | } ~

Note

- ❒ To enter another symbol, repeat steps **1** to **2**.

Entering numbers

1 **Press a number key.**

The numeral is entered and the cursor moves.

Note

- ❒ To insert a character, press 【◀】 or 【▶】 to move the cursor to the character you want to enter.

Deleting characters

1 **Move the cursor to the character you want to delete using 【◀】 or 【▶】.**

2 **Press the 【Clear/Stop】 key.**

The character at the cursor position is deleted .

Note

- ❒ To delete another character, repeat steps **1** and **2**.

Security

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from such intrusion, not only can passwords be set, but also the Extended Security function can be used to strengthen security.

For those who require increased document protection, we recommend the Extended Security function.

Primary Security Functions

❖ **Protecting Image Data Remaining in Memory**

Protects image data remaining in memory. When a copy or print job is completed, or a job is canceled, the data is secure.

❖ **Protecting against Unauthorized Access via Phone Line**

Accepts only facsimile calls.

❖ **Authenticating Administrator**

Protects essential functions for administrating document security using an access code. See p.33 “Key Operator Code”.

Extended Security Function

Note

- ❒ When the Extended Security function is on, delivery server settings cannot be changed. Turn the function off to change the settings.

Setting Extended Security

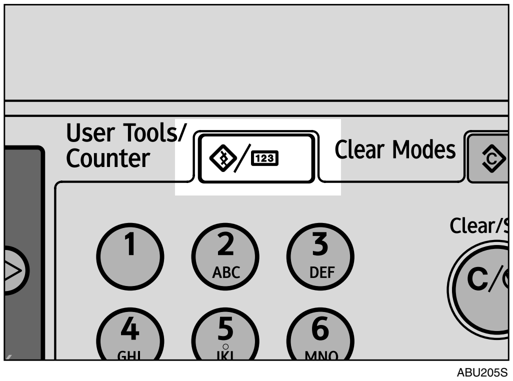
Preparation

The Extended Security setting is not available unless the key operator code set in the Key Operator Code settings of the System Settings has six or more digits. See p.33 “Key Operator Code”.

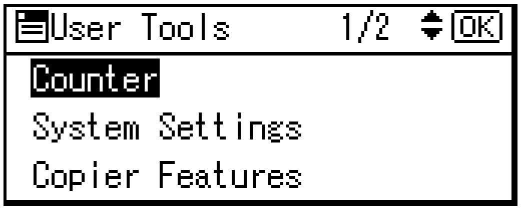
Note

- ❒ To ensure increased document protection under the Extended Security setting, we recommend you select **[On: All]** when programming a key operator code.

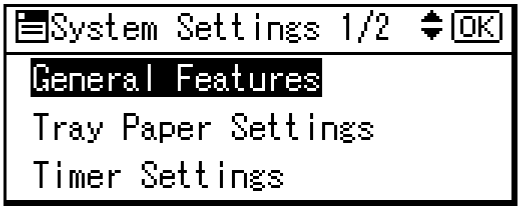
1. Press the 【**User Tools/Counter**】 key.


User Tools/
Counter
Clear Modes
Clear/S
C/
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
ABU205S

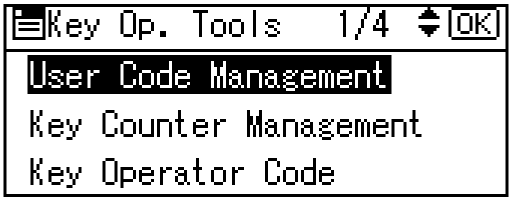
2. Select [**System Settings**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.


User Tools 1/2 ⬍ OK
Counter
System Settings
Copier Features

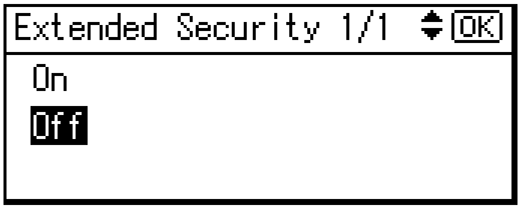
3. Select [**Key Operator Tools**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.


System Settings 1/2 ⬍ OK
General Features
Tray Paper Settings
Timer Settings

4. Select [**Extended Security**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.


Key Op. Tools 1/4 ⬍ OK
User Code Management
Key Counter Management
Key Operator Code

5. Select [**On**] using 【▲】 or 【▼】, and then press the 【**OK**】 key.


Extended Security 1/1 ⬍ OK
On
Off

The“`Programmed`”message appears, and then the “User Tools” display returns.

6. Press the 【**User Tools/Counter**】 key.

Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment

- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- When the machine is connected to a network, the machine is protected from illegitimate access including unauthorized packet sniffing.
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

For Administrator

- This machine does not protect against illegitimate actions on the network. To avoid any risks on the network, further security is required.
- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If these things have the possibility of occurring, other security measures are necessary.
- Regularly check that the Extended Security function is on. Be sure to check it particularly after the machine is moved or a power failure occurs. See p.85 “Setting Extended Security”.
- Avoid using a single number or consecutive numbers for a key operator code such as “00000000” or “12345678”. Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- Remote document management using SmartDeviceMonitor for Admin is not available when the Extended Security function is on.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others. See p.45 “User Code (MFP)”.

For User

- Before scanning originals using the scanner function, make sure all other operations are complete.

8. Specifications

Main Unit

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC drum

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll pressure system

❖ **Resolution:**
600 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
From the main power switch

- For machines with copier function only: 15 seconds or less (20 °C)
- For MFP: approximately 30 seconds (20 °C)

From the operation switch
10 seconds or less (20 °C)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A4▭, $8^{1}/_{2}$" × 11"▭

❖ Copy paper size:

- Tray: A4▭, B5 JIS▭, A5▯, $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯, 16K▭
- Bypass: A4▭, A5▯▭, B5 JIS▭, $8^{1}/_{2}$"×14"▭, $8^{1}/_{2}$"×11"▭, $5^{1}/_{2}$"×$8^{1}/_{2}$"▯▭, $7^{1}/_{4}$"×$10^{1}/_{2}$"▭, 8"×13"▭, $8^{1}/_{2}$"×13"▭, $8^{1}/_{4}$"×13"▭, $8^{1}/_{4}$"×14"▭, 16K▭, $4^{1}/_{8}$"×$9^{1}/_{2}$"▭, $3^{7}/_{8}$"×$7^{1}/_{2}$"▭, C5 Env▭, C6 Env▭, DL Env▭
- Bypass (custom size):
  Vertical: 90 – 216 mm, 3.55" – 8.50"
  Horizontal: 139 – 600 mm, 5.48" – 23.62"
- Duplex unit: A4▭, B5 JIS▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 11"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 13"▭, $8^{1}/_{4}$" × 14"▭, 16K▭

❖ Copy paper weight:

- Paper tray (Standard size): 60 – 90 g/m^2, 16 – 24 lb
- Bypass tray: 60 – 157 g/m^2, 16 – 42 lb
- Duplex unit: 64 – 90 g/m^2, 20 – 24 lb

❖ Non-reproduction area:

- Leading edge: 3 ± 2 mm (0.12 ± 0.08 inch)
- Trailing edge: 3 ± 2 mm (0.12 ± 0.08 inch)
  (the back side of a 2-sided copy: 4.2 ± 2 mm, 0.17 ± 0.08 inch)
- Left edge: 2 ± 1.5 mm (0.08 ± 0.06 inch)
- Right edge: more than 0.5 mm (0.02 inch)

❖ First copy time:

7.5 seconds or less
(A4▭, $8^{1}/_{2}$" × 11"▭ 100%, feeding from Tray 1)

❖ Copying speed:

- 15 copies/minute (A4▭, $8^{1}/_{2}$" × 11"▭)

❖ Reproduction ratio:

Preset reproduction ratios:

—	Metric version	Inch version
Enlargement	200%	155%
	141%	129%
Full Size	100%	100%
Reduction	93%	93%
	71%	78%
	50%	65%

Zoom: From 50% to 200% in increments of 1%.

❖ Continuous copying count:

1 – 99 copies

❖ Copy paper capacity:

- Tray 1: 250 sheets (80 g/m^2, 20 lb)
- Bypass: 100 sheets (80 g/m^2, 20 lb)

❖ Power consumption:

	Main unit only	**Complete system** [*1]
Warm up	Less than 0.9 kW	Less than 0.9 kW
Stand-by	About 70 Wh	About 75 Wh
During printing	About 350 Wh	About 350 Wh
Maximum	Less than 0.9 kW	Less than 0.9 kW

[*1] Main unit with the ADF, fax unit, printer/scanner unit, and paper tray unit.

❖ Dimensions (W × D × H up to exposure glass):

Main unit only: 468 × 450 × 371 mm
Main unit including the paper tray unit: 468 × 450 × 511 mm

❖ Noise Emission [*1] :

- Sound power level

	Main unit only	**Complete system** [*3]
Stand-by	40 dB (A)	40 dB (A)
During printing	62 dB (A)	66 dB (A)

- Sound pressure level [*2]

	Main unit only	**Complete system** [*3]
Stand-by	34 dB (A)	34 dB (A)
During printing	57 dB (A)	60 dB (A)

[*1] The above measurements made in accordance with ISO 7779 are actual values.
[*2] Measured at the position of the operator.
[*3] The complete system consists of a main unit with full items installed.

❖ Weight:

22 kg (44.09 lb) or less

Note

❒ Specifications are subject to change without notice.

Other Items

Auto Document Feeder (ADF)

❖ **Mode:**

- ADF mode

❖ **Original size:**

- A4▭ – A5▯▭
- $8^1/_2$" × 14"▭ – $5^1/_2$" × $8^1/_2$"▯▭

❖ **Original weight:**

- One-sided originals: 52 – 105 g/m^2 (14 – 28 lb)

❖ **Number of originals to be set:**

- 30 sheets (80 g/m^2, 20 lb)

❖ **Maximum power consumption:**

- less than 50 W (power is supplied from the main unit.)

❖ **Dimensions (W × D × H):**

- 110 × 360 × 95 mm, 4.3" × 14.2" × 4.0"

❖ **Weight:**

- 2 kg (4.4 lb) or less

Note

❒ Specifications are subject to change without notice.

Paper Tray Unit (Tray 2)

❖ **Paper weight:**
60 – 90 g/m^2 (16 – 24 lb.)

❖ **Paper size:**
A4▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 13"▭, $8^1/_2$" × 11"▭, $8^1/_4$" × 13"▭, $8^1/_4$" × 14"▭

❖ **Maximum power consumption:**
15 W (power is supplied from the main unit)

❖ **Paper capacity:**
500 sheets (80 g/m^2, 20 lb)

❖ **Dimensions (W × D × H):**
430 × 414 × 140 mm, 17.0” × 16.3” × 5.6”

❖ **Weight:**
6 kg (13.3 lb) or less

Note

- ❒ Specifications are subject to change without notice.
- ❒ For details about the anti-condensation heater, contact your service representative.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

		Metric version	Inch version	Paper weight	Paper capacity
Paper tray 1		A4▭, B5 JIS▭, A5▯, $8^1/_2$" × 11"▭, $5^1/_2$" × $8^1/_2$"▯, 16K▭ **Note** ❐ You can specify the paper size with the User Tools. See p.80 "Selecting the Paper Size with User Tools".		60 – 90 g/m^2, 16 – 24 lb	250 sheets *1
Paper tray unit		A4▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 14"▭, $8^1/_4$" × 13"▭, $8^1/_2$" × 11"▭ **Note** ❐ You can specify the paper size with User Tools. See p.80 "Selecting the Paper Size with User Tools".		60 – 90 g/m^2, 16 – 24 lb	500 sheets *1
Bypass tray	Standard Sizes	A4▭, B5 JIS▭, A5▯▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▭, $5^1/_2$" × $8^1/_2$"▯▭, $7^1/_4$" × $10^1/_2$"▭, 8" × 13"(F)▭, $8^1/_2$" × 13"(F4)▭, $8^1/_4$" × 13"▭, $8^1/_4$" × 14"▭, 16K▭ *3		60 – 157 g/m^2, 16 – 42 lb	100 sheets *1
		Envelope: *4 C5 Env., C6 Env., DL Env., ($4^1/_8$" × 9"$^1/_2$" (Commercial #10), $3^7/_8$" × 7"$^1/_2$" (Monarch)		72 – 90 g/m^2, 19 – 24 lb	10 sheets *1
	Custom sizes *4	Vertical: 90 – 216 mm Horizontal: 139 – 600 mm	Vertical: 3.55" – 8.5" Horizontal: 5.48" – 23.62"	60 – 157 g/m^2, 16 – 42 lb	100 sheets
		Translucent paper (A4▭), OHP transparencies			10 sheets
		Adhesive labels (A4▭)			1 sheet

---

*1 Paper weight: 80 g/m^2, 20 lb

*2 When you set custom size paper in the bypass tray, You can specify the size. See *Copy Reference*.

*3 16K(Shi-Lui-Kai) = 195 × 267 mm, 7.7" × 10.6"

*4 Set one sheet at a time for your needs. See *Copy Reference*.

Important

- If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

- When using the bypass tray, we recommend you set the copy paper direction to □.
- When printing on envelopes, note the following:
    - Load the envelope with the copy side face down on the bypass tray.
    - Check that envelope flap is securely folded up.
    - Before loading the envelope, flatten the leading edge (the side being fed into the machine) by running a pencil or ruler across them.
    - Use only rectangular envelopes.
    - Some kinds of envelopes might wrinkle or the print quality may be affected, especially on overlaps.
- If you load paper of the same size and in the same direction in two trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switching. This saves interrupting a copy run to replenish paper even when making a large number of copies. You can cancel this setting. See “Auto Tray Switching”, *Copy Reference*.

Reference

To add paper, see *Copy Reference*.

To change the paper size, see p.77 “Changing the Paper Size”.

Unusable Paper

CAUTION:

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Important

- Do not use any of the following kinds of paper or a fault might occur:
    - Thermal fax paper
    - Art paper
    - Aluminum foil
    - Carbon paper
    - Conductive paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

❒ Do not use any of the following kinds of paper or a misfeed might occur.
  - Bent, folded, or creased paper
  - Torn paper
  - Slippery paper
  - Perforated paper
  - Rough paper
  - Thin paper that has low stiffness
  - Paper with a dusty surface

❒ If you make copies on rough grain paper, the copy image might come out blurred.

❒ Do not use paper already copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:
  - Do not store paper where it will be exposed to direct sunlight.
  - Avoid storing paper in humid areas (humidity: 70% or less).
  - Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under conditions of high temperature and high humidity, or low temperature and low humidity conditions, store papers in a plastic bag.

INDEX

A

Accessing User Tools (System Settings), 26
Address Book, 42
    Print List, 37
Address Book Management, 36
ADF, 13, 92
AOF (Always On), 37
Auto Document Feeder, 13, 92
Auto off timer, 31
Auto reset timer, 31
    copier, 32
    facsimile, 32
    scanner, 32

B

Bypass tray, 12

C

Changing a group name, 67
Changing a registered e-mail destination, 59
Changing a registered fax destination, 54
Changing a user code
    for machines with copier function only, 39
    for MFP, 46
Changing default settings, 26
Changing modes, 19
Changing the paper size, 77
Changing the paper size in the paper tray unit, 78
Changing the paper size of the paper tray, 77
Clearing misfeeds, 75
Clearing the counter
    for machines with copier function only, 41
    for MFP, 50
Combined function operations, 19
Common key operations, 18
Control panel, 12, 15
Copy Count Display, 28
Copy paper, 94
Counter, 81
Counter per User Code, 35

D

Deleting a group, 68
Deleting a registered e-mail destination, 60
Deleting a registered fax destination, 55
Deleting a user code
    for machines with copier function only, 39
    for MFP, 48
Display, 17
Display Contrast, 28
Displaying the counter for each user code
    for machines with copier function only, 40
    for MFP, 49
Displaying the destinations registered in groups, 65
Displaying the total counter, 81
Display/Print Counter, 34

E

E-mail destination, 57
Energy Saver Timer, 31
Entering symbols, 84
Entering text
    available characters, 83
    deleting characters, 84
    entering letters, 84
    keys, 83
    numbers, 84
Exposure glass, 11
Extended Security, 34
Extended Security Function, 85

F

Fax destination, 52
Front cover, 12
Function Priority, 28

G

General Features, 28
Guide to components, 11

I

If your machine does not operate as you want, 73
Internal tray, 11

K

Key Counter Management, 33
Key Operator Code, 33
Key Operator Tools, 33
Key Repeat, 28

L

Lower right cover, 12

M

Main power indicator, 11
Main power switch, 11
Main unit, 89
Measurement Unit, 29
Multi-access, 21

O

On indicator, 12
Operating environment, 87
Operation switch, 12
Other items, 13, 92

P

Panel Tone, 28
Paper storage, 96
Paper tray, 12
Paper tray priority
  copier, 30
  facsimile, 30
  printer, 30
Paper tray unit, 12, 13, 93
Paper type
  Bypass tray, 29
  Tray 1–2, 30
Primary security functions, 85
Printing the counter for each user code
  for machines with copier function only, 41
  for MFP, 49
Print Priority, 28
Program/Change/Delete Group, 37
Program/Change User Code (for machines with copier function only), 36

Q

Quitting User Tools, 27

R

Reading the display and using keys, 17
Recommended paper sizes and types, 94
Registering a fax destination, 52
Registering an e-mail destination, 57
Registering a new group, 62
Registering a new user code
  for machines with copier function only, 38
  for MFP, 45
Registering destination information, 43
Registering destinations to a group, 62
Registering sender information, 44
Removing a destination from a group, 64
Right cover, 12

S

Search function, 70
Security, 85
Set date, 32
Set time, 32
Settings you can change with User Tools, 28
Specifications, 89
Symbols, 84
System Auto Reset Timer, 31
System reset, 20

T

Timer settings, 31
Tray 1, 12
Tray 2, 12
Tray paper settings, 29
Tray paper size, 29
Troubleshooting, 73

U

Unusable paper, 95
User code (for machines with copier function only), 38
User Code Management, 33
User code (MFP), 45
User Tools Menu (System Settings), 23

V

Ventilation holes, 11

MEMO

MEMO

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

⏻ means STAND BY.

Copyright © 2003

Type for DSm415/LD015/Aficio 1515
Type for DSm415f/LD015f/Aficio 1515F
Type for DSm415pf/LD015spf/Aficio 1515MF
Printed in China
AE ⒶAE B129-6708

RICOH

Aficio™

1515/1515PS/1515F/1515MF

Operating Instructions

Copy Reference

1 Placing Originals
2 Copying
3 Troubleshooting
4 User Tools (Copier Features)
5 Remarks
6 Specifications

Paper type: Wood Free 80g/m2, Paper Thickness=100 µm // Pages in book=64 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.200000 mm

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❒ Three CD-ROMs are provided:

- CD-ROM 1 "Operating Instructions for Printer/Scanner"
- CD-ROM 2 "Scanner Driver & Document Management Utilities"
- CD-ROM 3 "Operating Instructions for General Settings and Facsimile"

❖ **General Settings Guide (PDF file - CD-ROM3)**

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference (this manual)**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ **Facsimile Reference <Advanced Features> (PDF file - CD-ROM3)**

Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PostScript3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

TABLE OF CONTENTS

Manuals for This Machine i
Notice 1
How to Read This Manual 2
Safety Information 3
  Safety During Operation 3
Positions of ⚠WARNING and ⚠CAUTION Labels 5
Control Panel 7
  Display 8
Turning On the Power 10
  Turning On the Main Power 10
  Turning On the Power 10
  Turning Off the Power 11
  Turning Off the Main Power 11
  Saving Energy 12

1. Placing Originals

Originals 13
  Sizes and Weights of Recommended Originals 13
  Sizes Selectable as Regular Size Originals 14
  Missing Image Area 14
Placing Originals 15
  Original Orientation 15
  Placing Originals on the Exposure Glass 15
  Placing Originals in the ADF 16
  Placing Regular Size Originals 16
  Placing Custom Size Originals 17

2. Copying

Basic Procedure 19
Copying from the Bypass Tray 20
  When copying onto regular size paper 22
  When copying onto custom size paper 22
  When copying onto special paper 23
  When copying onto envelopes 23
Copier Functions 25
  Adjusting Image Density 25
  Selecting Original Type Setting 25
  Selecting Copy Paper 26
  Preset Reduce/Enlarge 26
  Zoom 27
  Sort 28
  Duplex 29
  One-Sided Combine 30
  Two-Sided Combine 31

3. Troubleshooting

If Your Machine Does Not Operate As You Want **33**
- When a Message Is Displayed 33

If You Cannot Make Clear Copies **34**

If You Cannot Make Copies As You Want **35**
- When Memory Is Full 36

Loading Paper **37**
- Loading Paper 37

Adding Toner **38**
- Handling Toner 38
- Toner Storage 38
- Used Toner 38

Removing Toner **39**

Inserting Toner **40**

4. User Tools (Copier Features)

Accessing User Tools (Copier Features) **41**
- Changing Default Settings 41
- Quitting User Tools 42

Settings You Can Change with User Tools **43**
- Auto Tray Switching 43
- Original Type Setting 43
- Duplex Mode Priority 43
- Orientation 44
- Max. Number of Sets 44
- Original Count Display 44
- Reproduction Ratio 44
- Preset R/E Priority 45
- Duplex Margin 45

5. Remarks

Do's and Don'ts **47**

Where to Put Your Machine **48**
- Machine Environment 48
- Moving 49
- Power Connection 49
- Access to the Machine 50

Maintaining Your Machine **51**
- Cleaning the Exposure Glass 51
- Cleaning the Exposure Glass Cover 51
- Cleaning the ADF 51

6. Specifications

Combination Chart **53**

Supplementary Information **54**

INDEX **57**

Notice

Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank billes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

Notice To Wireless LAN Interface (optional) Users

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at URL:

http://www.ricoh.co.jp/fax/ce_doc/

This product is only for use in EEA or other authorized countries. Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

How to Read This Manual

Symbols

The following set of symbols is used in this manual.

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display panel.

【 】

Keys built into the machine's control panel.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
  - ***You spill something into the machine.***
  - ***You suspect that your machine needs service or repair.***
  - ***The external housing of your machine has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer.***
- ***Dispose of the used toner bottle in accordance with the local regulations.***
- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

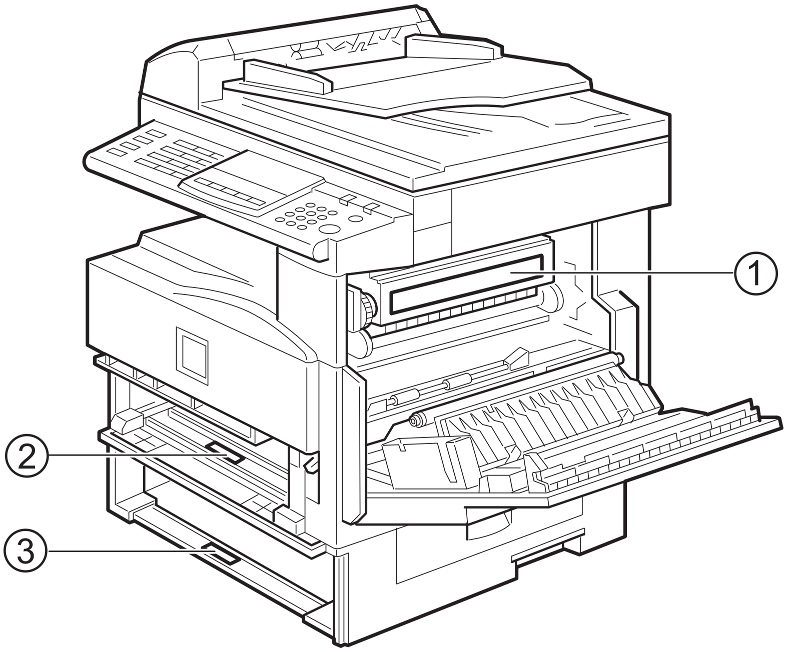
⚠ CAUTION:

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise, an injury might occur.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit.*
- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

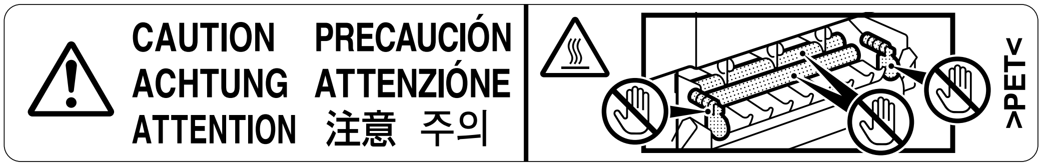
Positions of ⚠WARNING and ⚠CAUTION Labels

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

The inside of this machine gets very hot. Do not touch the inside. Doing so could result in a burn.



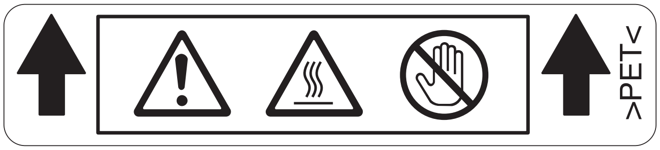
①



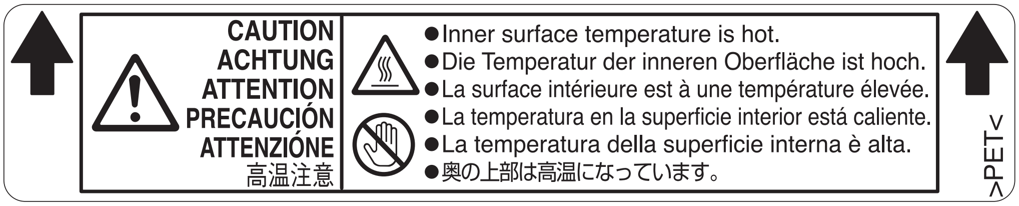
CAUTION PRECAUCIÓN
ACHTUNG ATTENZIÓNE
ATTENTION 注意 주의

>PET<

② The anti-condensation heater in the lower part of the machine interior gets very hot. Do not touch it. Doing so could result in a burn.



③ The anti-condensation heater in the upper part of the machine interior gets very hot. Do not touch it. Doing so could result in a burn.



CAUTION
ACHTUNG
ATTENTION
PRECAUCIÓN
ATTENZIÓNE
高温注意

- ●Inner surface temperature is hot.
- ●Die Temperatur der inneren Oberfläche ist hoch.
- ●La surface intérieure est à une température élevée.
- ●La temperatura en la superficie interior está caliente.
- ●La temperatura della superficie interna è alta.
- ●奥の上部は高温になっています。

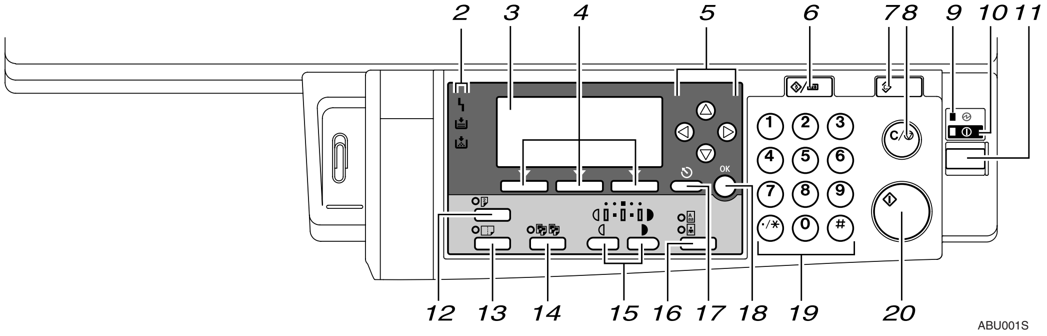
>PET<

Note

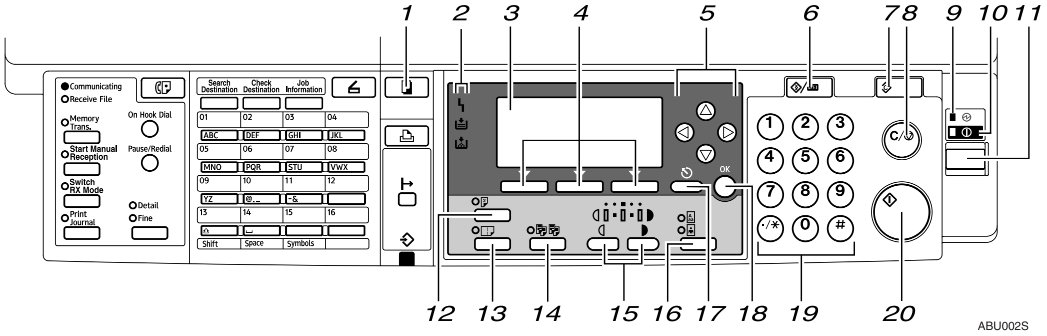
❒ The anti-condensation heater is optional. For details, contact your service representative.

Control Panel

❖ Copier only



❖ Fax, printer and/or scanner installed



1. 【Copy】 key

Press to activate the copier function.

2. Indicators

Display errors and machine status.

- ↯ : Error indicator
  See "Control Panel", *General Settings Guide*.
- ⍗: Add Toner indicator
  See p.38 "⍗ Adding Toner".
- ⍐: Load Paper indicator
  See p.37 "⍐ Loading Paper".

3. Display

Displays operation status and messages.

4. Selection keys

Correspond to items on the display. Press to select the corresponding item.

5. Scroll keys

Press to select an item.

【▲】: scroll upward

【▼】: scroll downward

【▶】: scroll right

【◀】: scroll left

Reference

See p.9 "Reading the Display and Using Keys".

6. 【User Tools/Counter】 key

- User Tools
  Press to change default and conditions according to requirement. See p.41 "Accessing User Tools (Copier Features)".
- Counter
  Press to check or print the counter value.

7. 【Clear Modes】 key

Press to clear the current settings.

8. 【Clear/Stop】 key

Clear: clears an entered numeric value.

Stop: stops copying.

9. Main power indicator

Lights when the main power switch is turned on.

Reference

p.10 "Turning On the Power"

10. On indicator

Lights when the operation switch is on.

Reference

p.10 “Turning On the Power”

11. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

Note

❒ This key is inactivate during scanning or while setting defaults.

12. 【Duplex】 key

Makes two-sided copies.

Reference

See p.29 “Duplex”.

13. 【Combine】 key

Press to make combine copies.

Reference

p.30 “One-Sided Combine”

p.31 “Two-Sided Combine”

14. 【Sort】 key

Automatically sorts copies.

15. 【Lighter】 and 【Darker】

Press to change the image density setting. Select the image density in five increments, lighter to darker.

16. 【Original Type】 key

Press to select the original type registered with **[Original Type 1 (Text)]** or **[Original Type 2 (Photo)]**. When the original type is selected, the corresponding indicator lights.

17. 【Cancel】 key

Press to cancel an operation or return to the previous display.

18. 【OK】 key

Press to set a selected item or entered numeric value.

19. Number keys

Press to enter numeric values.

20. 【Start】 key

Press to start copying.

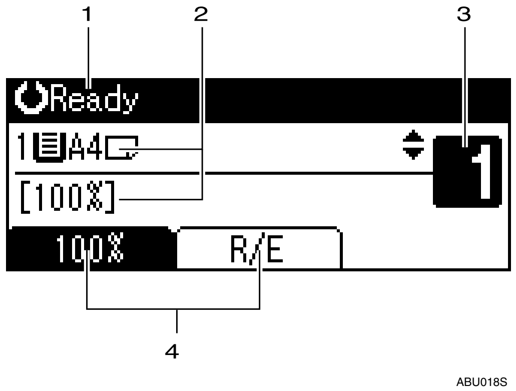
Display

This section explains how to read the display and use the Selection key.

Note

❒ The copy display is set as the default screen when the machine is turned on.

❖ Initial copy display



1. **Operational status or messages**

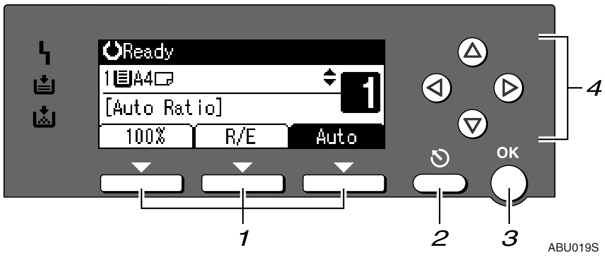
2. **Messages and the selected tray appear here. Currently selected items appear in brackets.**

3. **Number of copies set.**

4. **Reduce/Enlarge ratio function for non-fixed ratios.**

Reading the Display and Using Keys

The display is not touch sensitive. Use the following keys to select the keys and items displayed on the screen.



1. Selection keys

Correspond to items at the bottom line on the display.

Example: when the combine function is set

- When the instruction "press **[100%]**" appears in this manual, press the left selection key.
- When the instruction "press **[R/E]**" appears in this manual, press the centre selection key.
- When the instruction "press **[Auto]**" appears in this manual, press the right selection key.

2. 【Cancel】 key

Press to cancel an operation or return to the previous display.

3. 【OK】 key

Press to set a selected item or entered numeric value.

4. Scroll keys

Press to move the cursor to each direction one by one.

When 【▲】,【▼】,【▶】, or 【◀】 key appears in this manual, press the scroll key of the same direction.

Turning On the Power

This machine has two power switches.

- ❖ **Operation switch (right side of the control panel)**
  Press to activate the machine. When the machine has finished warming up, you can operate the machine.

- ❖ **Main power switch (left side of the machine)**
  Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off.
  When the fax unit is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

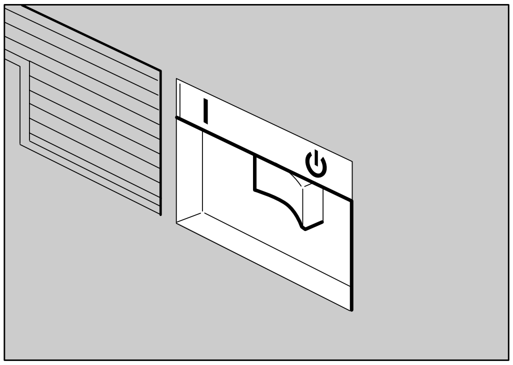
Note

- ❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See *General Settings Guide*.

Turning On the Main Power

1 **Make sure the power cord is firmly plugged into the wall outlet.**

2 **Turn on the main power switch.**



The main power indicator goes on.

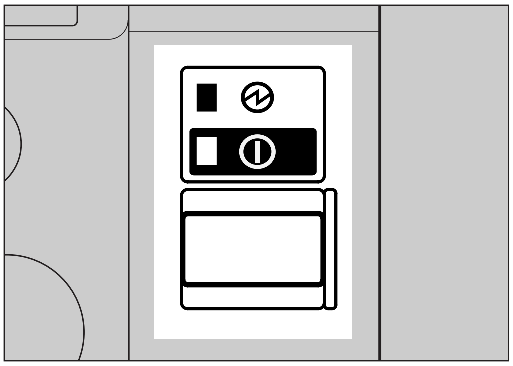
Important

- ❒ Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions.

Turning On the Power

1 **Press the operation switch.**

The **On** indicator goes on.



Note

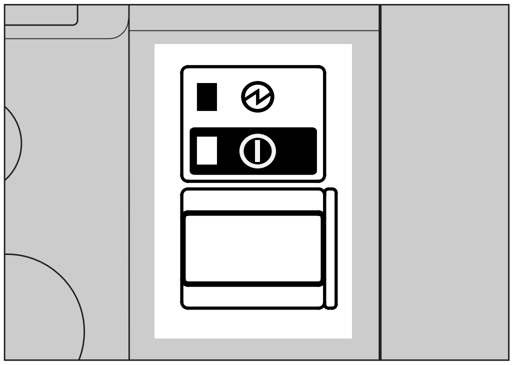
- ❒ If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

1 **Make sure the exposure glass cover, or ADF (Auto Document Feeder) is in the right position.**

2 **Press the operation switch.**

The **On** indicator goes off.



Note

- ❒ Even if you press the operation switch, the indicator does not go out, but blinks in the following case:
  - During communication with external equipment.

Turning Off the Main Power

Important

- ❒ Do not turn off the main power switch when the **On** indicator is lit or blinking. Doing so may result in damage to the memory.
- ❒ Make sure 100% is shown as available memory on the initial scanner display before turning off the main power switch.
- ❒ Be sure to turn off the main power switch before pulling out the power plug. Not doing this may result in damage to the memory.

1 **Be sure the On indicator is not lit.**

2 **Turn off the main power switch.**

The main power indicator goes out.

When the fax unit is installed

When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, keep the following points in mind:

Important

- ❒ Make sure 100% is shown as available memory on the display before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See ”Turning Off the Main Power/In Case of a Power Failure”, *Facsimile Reference <Advanced Features>*.
- ❒ If the **On** indicator does not go out, but blinks in dial-in mode even if you press the operation switch, check the explanations below and turn off the main power switch.
  - the computer is not controlling the machine.
  - the machine is not receiving a fax.

Saving Energy

- Low Power/Auto Off
  The machine automatically enters Low Power mode automatically after a job is finished, and the selected time elapsed.
  After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".

Note

❒ You can change the Energy Saver Timer and Auto Off Timer. See *General Settings Guide*.

❒ The Low Power Timer and Auto Off Timer function will not operate in the following cases:

  - When a warning message appears
  - When the service call message appears
  - When paper is jammed
  - When the cover is open
  - When the "`Add toner`" message appears
  - When toner is being replenished
  - When the User Tools screen is displayed
  - When fixed warm-up is in progress
  - When the facsimile, printer, or other functions are active
  - When operations are suspended during printing
  - When the On-hook dialing function is in use
  - When a receiver is being registered in the Address Book or group dial list
  - When the Data In indicator is on or blinking

1. Placing Originals

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Original location	Original size	Original weight
Exposure glass	Up to A4▭	--
ADF	A4▭ – A5▯▭	52–105 g/m^2

❖ Inch version

Original location	Original size	Original weight
Exposure glass	Up to $8^1/_2$" × 11"▭	--
ADF	$8^1/_2$" × 14"▭ – $5^1/_2$" × $8^1/_2$"▯▭	14–28 lb.

Note

❒ About 30 originals can be placed in the ADF.

Non-compatible originals for the ADF

Placing the following types of originals in the ADF can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified on p.13 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Note

- ❒ The original might become dirty if it is written with a pencil or a similar tool.

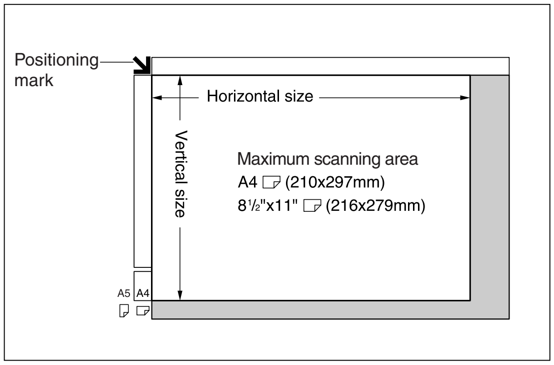
Sizes Selectable as Regular Size Originals

You can select the following original sizes on the display:

A4▭, B5 JIS (Japan Industrial Standard)▭, A5▯▭, $8^{1}/_{2}$" × 14"▭ [*1], $8^{1}/_{2}$" × 13"▭ [*1], $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭, 8" × 13"▭ [*1], $8^{1}/_{4}$" × 13"▭ [*1], $8^{1}/_{4}$" × 14"▭ [*1]

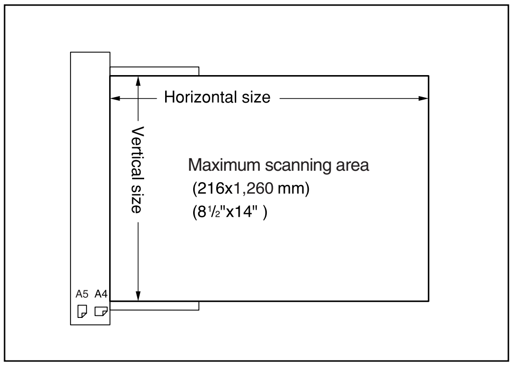
[*1] Selectable when ADF is installed.

❖ Exposure glass


Positioning mark
Horizontal size
Vertical size
Maximum scanning area
A4 ▭ (210x297mm)
8½"x11" ▭ (216x279mm)
A5 ▯
A4 ▭

ABU023S

❖ ADF


Horizontal size
Vertical size
Maximum scanning area
(216x1,260 mm)
(8½"x14")
A5 ▯
A4 ▭

ABU024S

Note

- ❒ When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. See p.17 "Placing Custom Size Originals".

Missing Image Area

Even if you place originals in the ADF, or on the exposure glass correctly, 4 mm (0.2") margins on all four sides might not be copied.

Placing Originals

Note

❐ Take care to place originals only after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

Reference

For original sizes you can set, see p.13 “Originals” .

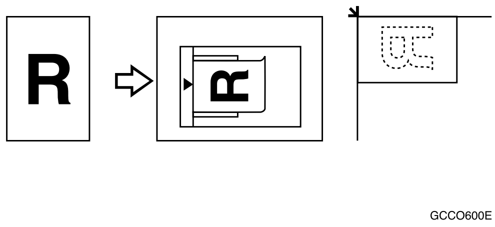
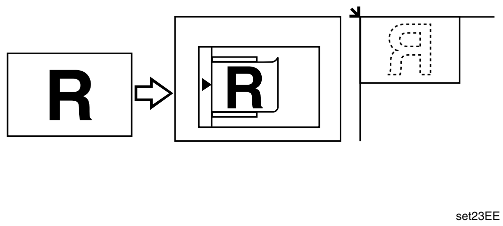
Original Orientation

You can set the original orientation in the following ways.

This function is useful for copying torn or large originals.

Note

❐ Originals should normally be aligned to the rear left corner. However, some copy functions may produce different results depending on the orientation of the originals. For details, see the explanations of each function.

Originals	**ADF**	**Exposure glass**
		
		

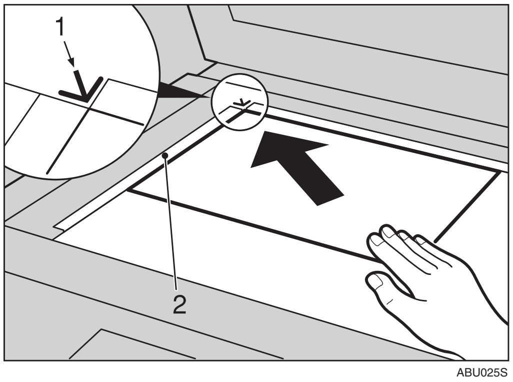
Placing Originals on the Exposure Glass

1 Lift the exposure glass cover or ADF.

Important

❐ Do not lift the exposure glass cover or ADF forcefully. If you do, the ADF cover might open or be damaged.

2 Place the original face down on the exposure glass. It should be aligned with the rear left corner.



1. **Positioning mark**
2. **Left scale**

Note

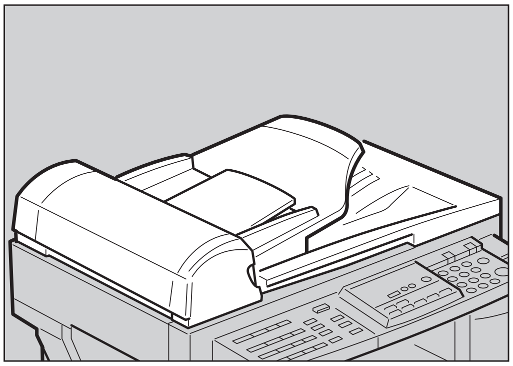
❐ Start with the first page to be copied.

3 Lower the exposure glass cover or ADF.

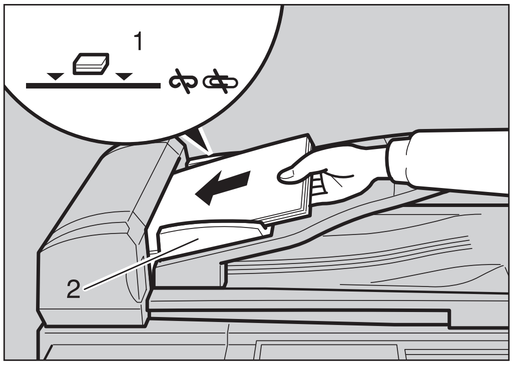
Placing Originals in the ADF

Note

- ❐ Do not stack originals over the limit mark on the side fence of the ADF.
- ❐ The last page should be on the bottom.
- ❐ Do not place anything on the ADF cover, doing so could cause a malfunction.



1. **Set the document guide to the original size.**
2. **Align the edges of the originals and place them in the ADF with the side to be copied facing up.**



1. **Limit mark**

2. **Document guide**

Note

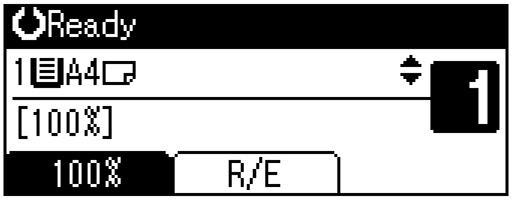
- ❐ Straighten curls in the originals before placing them in the ADF.
- ❐ To prevent multiple sheets feeding in at once, fan the originals before placing them in the ADF.
- ❐ Set the original squarely.

Placing Regular Size Originals

Note

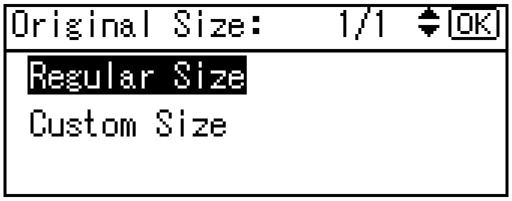
- ❐ If you do not specify the original size, the machine will make copies on the paper size in the tray selected. When copy paper size and original size differ, you need to specify the original size as follows:

1. **Place originals face down on the exposure glass, or face up into the ADF.**
2. **Select the paper tray or bypass tray using 【▲】 or 【▼】, and then press the 【#】 key.**



Ready
1 A4
[100%]
100% R/E
1

3. **Select [Regular Size] using 【▲】 or 【▼】, and then press the 【OK】 key.**

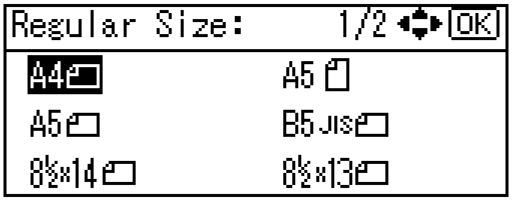


Original Size: 1/1 OK
Regular Size
Custom Size

Note

- ❐ If you selected the bypass tray, first select **[Original Size]** using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Select the paper size using the scroll keys, and then press the 【OK】 key.



Regular Size: 1/2 ◆ OK

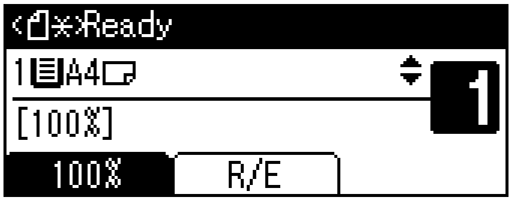
A4▭ A5▯

A5▭ B5 JIS▭

8½×14▭ 8½×13▭

The "`Accepted`" message appears.

When the regular size originals settings are registered, <▯✳>Ready appears at the top of the copy display.



<▯✳>Ready

1 ▤A4▭

[100%]

100% R/E

1

Note

- ❒ To cancel the registered original size, press the 【Clear Modes】 key.

5 Press the 【Start】 key.

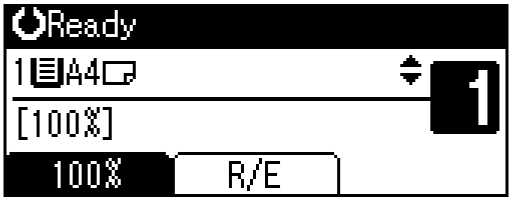
Placing Custom Size Originals

Note

- ❒ Enter the size of your original if it is not one of the following: A4▭, B5 JIS ▭, A5▯▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭, 8" × 13"▭, $8^{1}/_{4}$" × 13"▭, $8^{1}/_{4}$" × 14"▭.
- ❒ On the exposure glass, paper sizes that can be set with this function are: vertical 139–216 mm (5.5"–8.5"), horizontal 139–297 mm (5.5"–11.6").
- ❒ For the ADF, paper sizes that can be set with this function are: vertical 139–216 mm (5.5"–8.5"), horizontal 139–1260 mm (5.5"–49.6").

1 Place originals face down on the exposure glass, or face up into the ADF.

2 Select the paper tray or bypass tray using 【▲】 or 【▼】, and then press the 【#】 key.



Ready

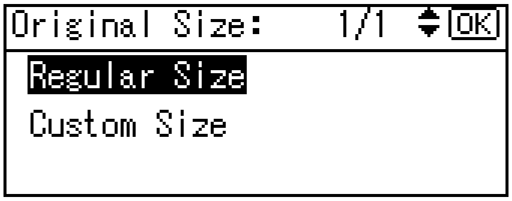
1 ▤A4▭

[100%]

100% R/E

1

3 Select [Custom Size] using 【▲】 or 【▼】, and then press the 【OK】 key.



Original Size: 1/1 ◆ OK

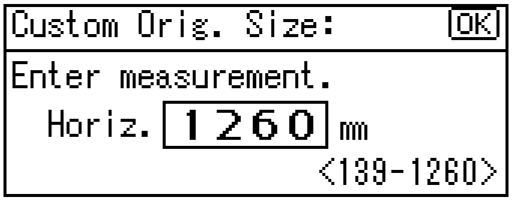
Regular Size

Custom Size

Note

- ❒ If you selected the bypass tray, first select **[Original Size]** using 【▲】 or 【▼】, and then press the 【OK】 key.

4 Enter the horizontal size of the original using the number keys, and then press the 【OK】 key.



Custom Orig. Size: OK

Enter measurement.

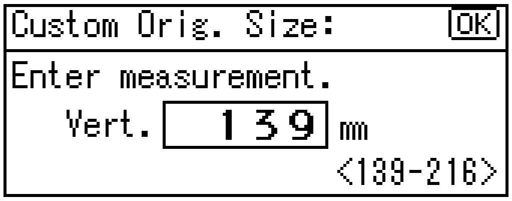
Horiz. 1260 mm

<139-1260>

Note

- ❒ If you make a mistake, press the 【**Clear/Stop**】 key, and then enter the value again.

5 Enter the vertical size of the original using the number keys, and then press the 【OK】 key.



Custom Orig. Size: OK

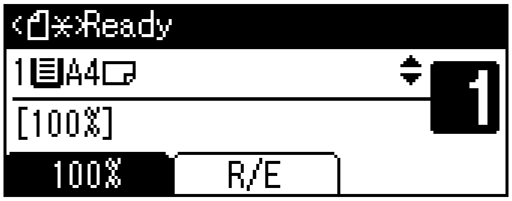
Enter measurement.

Vert. 139 mm

<139-216>

The "`Accepted`" message appears with your set original size.

When the custom size originals settings are registered, <*>Ready appears at the top of the copy display.



Note

- ❒ To cancel the registered original size, press the 【**Clear Modes**】 key.

6 Press the 【Start】 key.

2. Copying

Basic Procedure

1. **If the machine has user codes set, enter a user code (up to eight digits) using the number keys, and then press the 【OK】 or 【#】 key.**

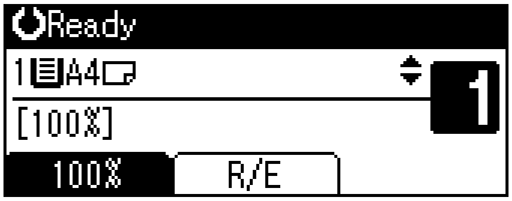
   The machine is ready to copy.

   Reference

   For user codes, see “Key Operator Tools”, *General Settings Guide*.

2. **Make sure "○ Ready" appears on the display.**

   ❖ **Initial copy display**



   If any other function is displayed, press the 【Copy】 key.

3. **Make sure no previous settings remain.**

   Note

   ❒ When there are previous settings remaining, press the 【Clear Modes】 key and enter again.

4. **Place your originals.**

   Reference

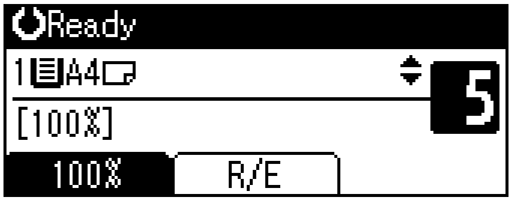
   p.15 “Placing Originals”

5. **Make the necessary settings.**

   Reference

   See the explanations for each function.

6. **Enter the number of copies using the number keys.**



   Note

   ❒ The maximum copy quantity that can be set is 99.

7. **Press the 【Start】 key.**

   Copying starts.

   Note

   ❒ Copies are delivered face down.

How to operate

❖ **To switch between pages or select functions:**

Press the scroll key.

❖ **To stop the machine during a multi-copy run:**

Press the 【Clear/Stop】 key.

❖ **To return the machine to the initial condition after copying:**

Press the 【Clear Modes】 key.

❖ **To clear an entered value.**

Press the 【Clear/Stop】 key.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, thick paper, envelopes and copy paper that cannot be loaded in the paper trays.

Important

- ❒ Paper of 357 mm in length, or larger, is likely to jam, crease, or not feed in properly.

Limitation

- ❒ You cannot use the duplex function when copying from the bypass tray.

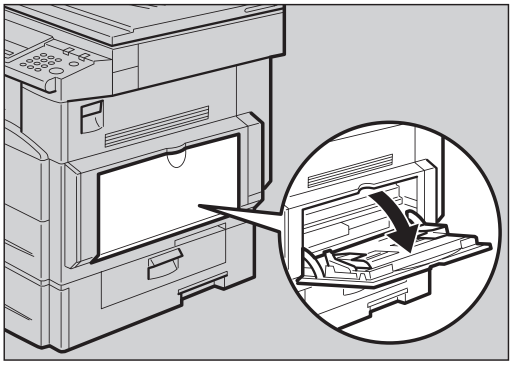
Note

- ❒ If you do not use standard size copy paper, or if you use special paper, you should enter its vertical and horizontal dimensions. See p.17 "Placing Custom Size Originals". The sizes you can enter are as follows:

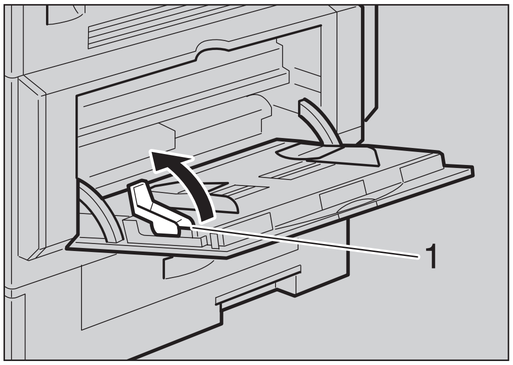
Metric version	• Vertical: 90–216 mm • Horizontal: 139–600 mm
Inch version	• Vertical: 3.55"–8.50" • Horizontal: 5.48"–23.62"

- ❒ When copying onto OHP transparencies or paper heavier than 105 g/m^2 (about 28 lb.), you need to specify the paper type. See p.23 "When copying onto special paper" .
- ❒ The maximum number of sheets you can load at the same time depends on paper type. The maximum number of sheets should not exceed the upper limit.

1 **Open the bypass tray.**

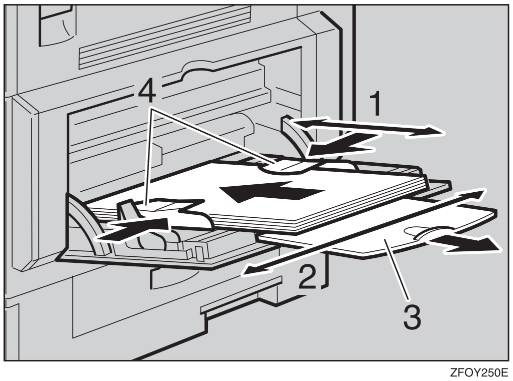


2 **Push up the paper guide release lever.**



1. **Paper guide release lever**

3 **Insert the paper with the side you want to copy facing down, and then adjust the paper guide with the paper size.**



1. **Horizontal size**

2. **Vertical size**

3. **Extender**

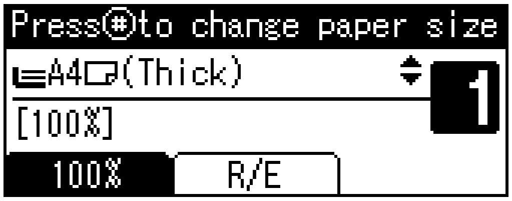
4. **Paper guides**

Note

- ❒ If the guides are not flush against the copy paper, images might be skewed or paper misfeeds might occur.
- ❒ Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeeds might occur.
- ❒ Swing out the extender to support paper sizes larger than A4▭, 8$^{1}/_{2}$" × 11"▭.
- ❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

4 **Pull down the paper guide release lever (step 2).**

The bypass tray is selected on the display.



Press⊛to change paper size
≡A4▭(Thick) ⇕ 1
[100%]
100% R/E

Note

- ❒ If ≡ is not selected on the display, select ≡ using 【▲】 or 【▼】.

5 **Press the 【#】 key, and then select the paper size and type.**

Reference

p.22 "When copying onto regular size paper"

p.22 "When copying onto custom size paper"

p.23 "When copying onto special paper"

p.23 "When copying onto envelopes"

6 **Place your originals, and then press the 【Start】 key.**

Note

- ❒ When copying onto OHP transparencies, remove copied sheets one by one.

Reference

⇒ p.15 "Placing Originals"

When copying onto regular size paper

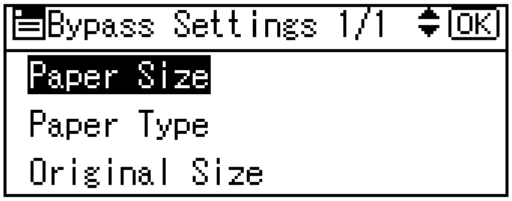
1 Make sure the bypass tray is selected.

Note

- ❒ If any other paper tray is selected, using 【▲】 or 【▼】 to select the bypass tray.

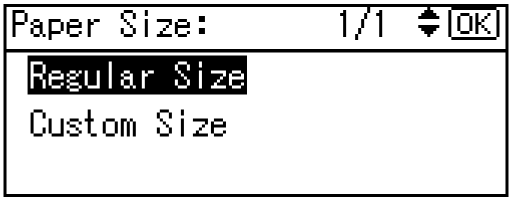
2 Press the 【#】 key.

3 Select [Paper Size] using 【▲】 or 【▼】, and then press the 【OK】 key.



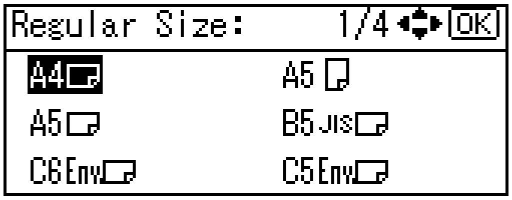
Bypass Settings 1/1 ⇕ OK
Paper Size
Paper Type
Original Size

4 Select [Regular Size] using 【▲】 or 【▼】, and then press the 【OK】 key.



Paper Size: 1/1 ⇕ OK
Regular Size
Custom Size

5 Select the paper size using the scroll keys, and then press the 【OK】 key.



Regular Size: 1/4 OK
A4 A5
A5 B5 JIS
C6 Env C5 Env

The "`Accepted`" message appears.

When copying onto custom size paper

Important

- ❒ You should specify the size of copy paper to avoid paper misfeeds.

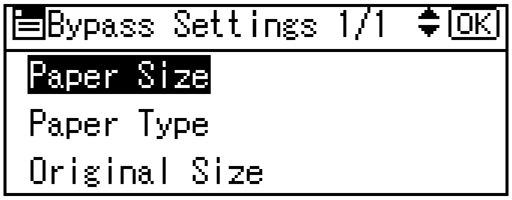
1 Make sure the bypass tray is selected.

Note

- ❒ If any other paper tray is selected, using 【▲】 or 【▼】 to select the bypass tray.

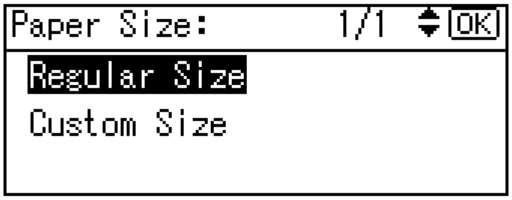
2 Press the 【#】 key.

3 Select [Paper Size] using 【▲】 or 【▼】, and then press the 【OK】 key.



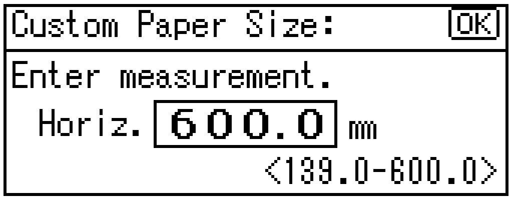
Bypass Settings 1/1 ⇕ OK
Paper Size
Paper Type
Original Size

4 Select [Custom Size] using 【▲】 or 【▼】, and then press the 【OK】 key.



Paper Size: 1/1 ⇕ OK
Regular Size
Custom Size

5 Enter the horizontal size of the original using the number keys, and then press the 【OK】 key.

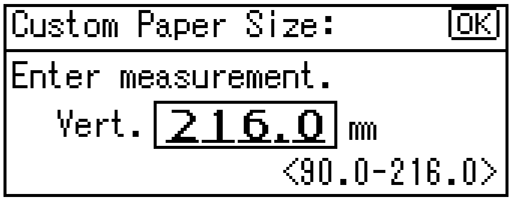


Custom Paper Size: OK
Enter measurement.
Horiz. 600.0 mm
<139.0-600.0>

Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key, and then enter the value again.

6 **Enter the vertical size of the original using the number keys, and then press the 【OK】 key.**


Custom Paper Size: OK
Enter measurement.
Vert. 216.0 mm
<90.0-216.0>

The “Accepted” message appears.

When copying onto special paper

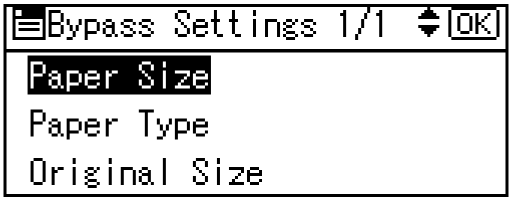
1 **Make sure the bypass tray is selected.**

Note

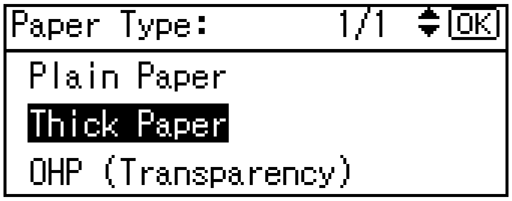
- ❒ If any other paper tray is selected, using 【▲】 or 【▼】 to select the bypass tray.

2 **Press the 【#】 key.**

3 **Select [Paper Type] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Bypass Settings 1/1 OK
Paper Size
Paper Type
Original Size

4 **Select the paper type, and then press the 【OK】 key.**


Paper Type: 1/1 OK
Plain Paper
Thick Paper
OHP (Transparency)

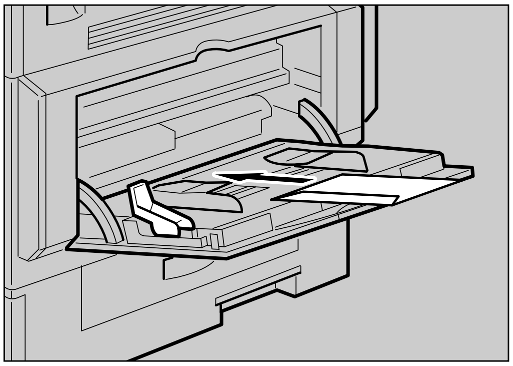
The “Accepted” message appears.

When copying onto envelopes

1 **Make sure the bypass tray is selected.**

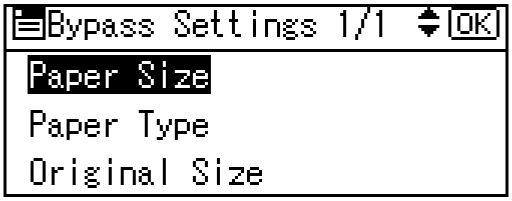
Note

- ❒ If any other paper tray is selected, using 【▲】 or 【▼】 to select the bypass tray.
- ❒ When copying onto small-sized envelopes, align the flaps to the paper guide on the left.

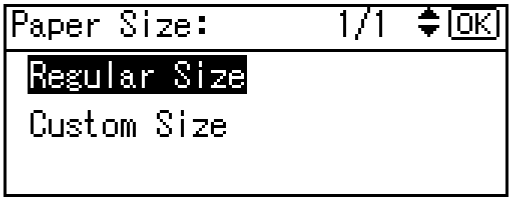

ABU050S

2 **Press the 【#】 key.**

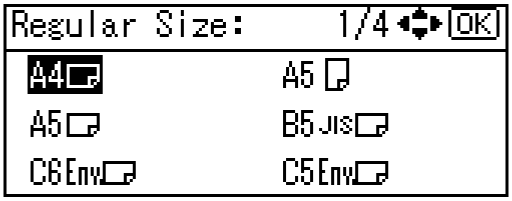
3 **Select [Paper Size] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Bypass Settings 1/1 OK
Paper Size
Paper Type
Original Size

4 **Select [Regular Size] using 【▲】 or 【▼】, and then press the 【OK】 key.**

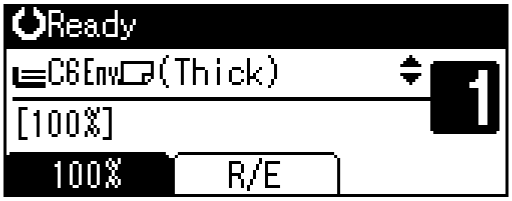

Paper Size: 1/1 OK
Regular Size
Custom Size

5. **Select the envelope size from [C6 env▭] [C5 env▭] [DL env▭], and then press the 【OK】 key.**

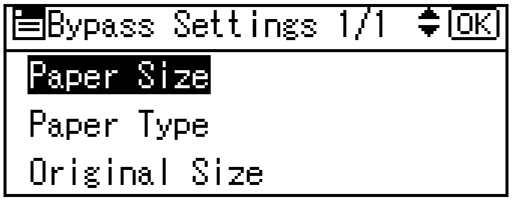

Regular Size: 1/4 OK
A4
A5
A5
B5 JIS
C6Env
C5Env

The "`Accepted`" message appears.

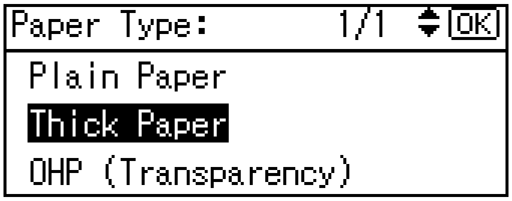
6. **Press the 【#】 key.**


Ready
C6Env(Thick)
[100%]
1
100%
R/E

7. **Select [Paper Type] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Bypass Settings 1/1 OK
Paper Size
Paper Type
Original Size

8. **Select [Thick Paper] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Paper Type: 1/1 OK
Plain Paper
Thick Paper
OHP (Transparency)

The "`Accepted`" message appears.

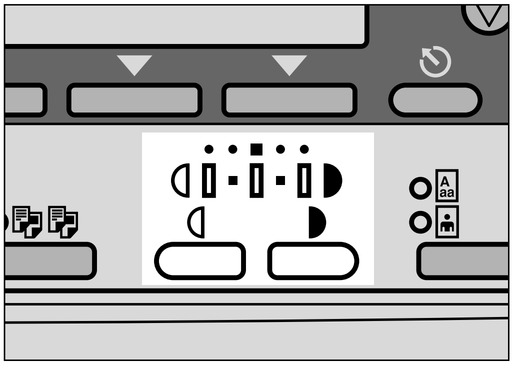
Copier Functions

Adjusting Image Density

You can adjust copy image density to match your originals.

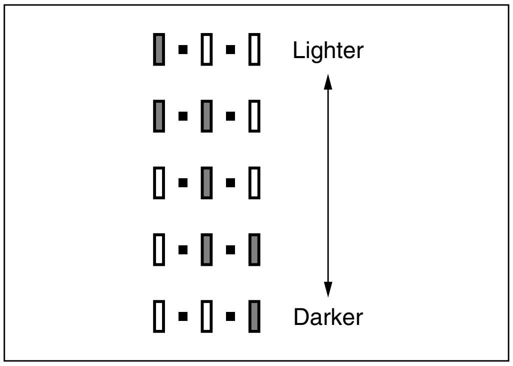
If you require darker or lighter copies, adjust image density accordingly.

1 Press the 【Lighter】 or 【Darker】 key to adjust the density.



ABU028S

The image density changes in five increments as follows:



ABU042S

Selecting Original Type Setting

Select one of the following two types to match your originals:

❖ **Text**

Select this when your originals contain only text (no pictures).

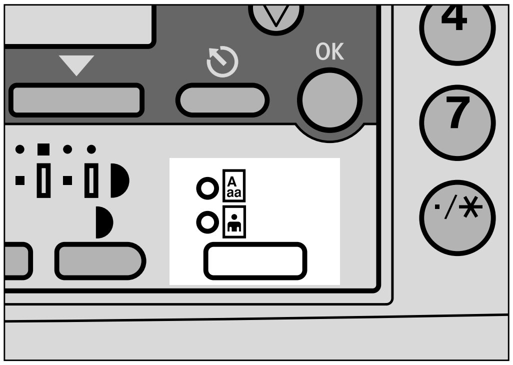
❖ **Photo**

This can reproduce delicate tones of photographs and pictures.

Reference

p.43 "Original Type Setting"

1 Press the 【Original】 key and select the original type.



ABU029S

Note

☐ Press the 【Original】 key to go through the following types:

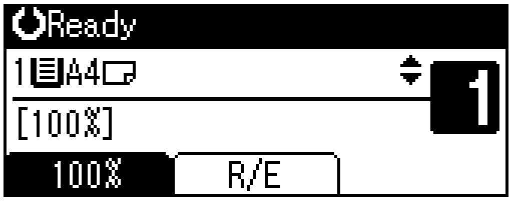
Upper indicator lit	Text
Lower indicator lit	Photo

Selecting Copy Paper

Choose the tray containing the paper you want to copy onto: a paper tray or the bypass tray.

1 Select the paper tray or bypass tray using 【▲】 or 【▼】.

The selected tray and the paper size appear.

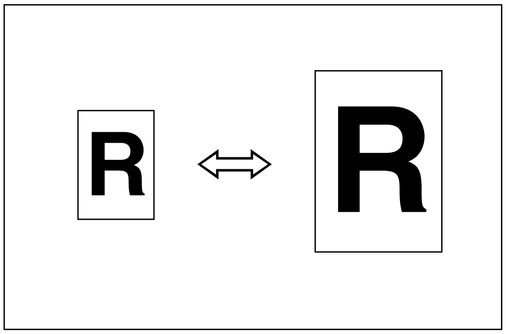

Ready
1 A4
[100%]
1
100%
R/E

Reference

p.20 "Copying from the Bypass Tray"

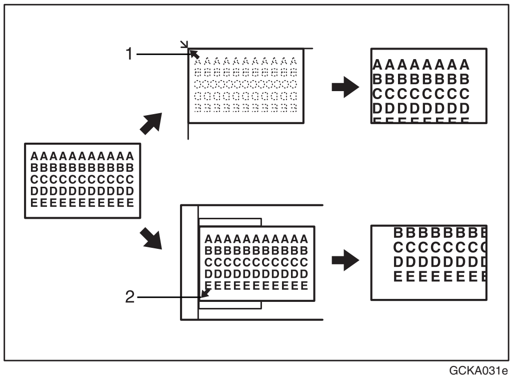
Preset Reduce/Enlarge

You can select a preset ratio for copying.



❖ Base Point

The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner is the base point. When placed in the ADF, the bottom left corner is the base point.


1
2
GCKA031e

1. Base point when placing on the exposure glass.

2. Base point when placing in the ADF.

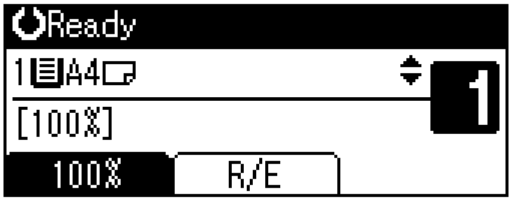
Reference

Related default settings

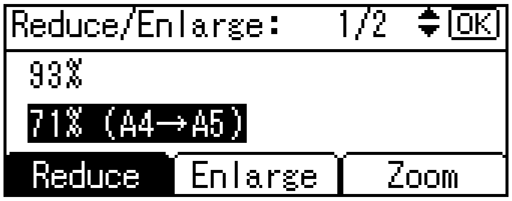
p.44 "Reproduction Ratio"

p.45 "Preset R/E Priority"

1 Press [R/E].


Ready
1 A4
[100%]
1
100%
R/E

2 Press [Reduce] or [Enlarge].


Reduce/Enlarge: 1/2
OK
93%
71% (A4→A5)
Reduce
Enlarge
Zoom

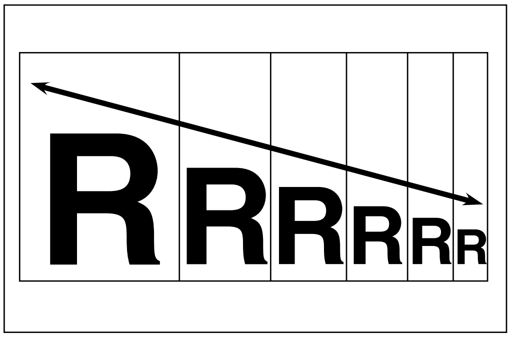
3 Select a ratio using 【▲】 or 【▼】, and then press the 【OK】 key.

The "`Accepted`" message appears.

4 Place your originals, and then press the 【Start】 key.

Zoom

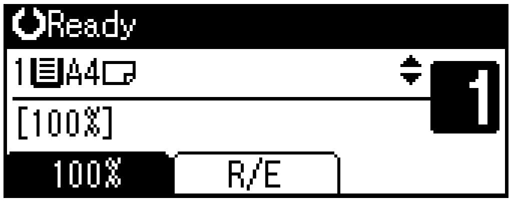
You can change the reproduction ratio in increments of 1%.



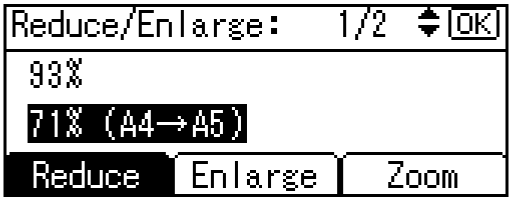
Note

- ❒ You can also select a preset ratio close to the desired ratio using **[Reduce]** or **[Enlarge]**, and then adjust the ratio using 【▲】 or 【▼】.

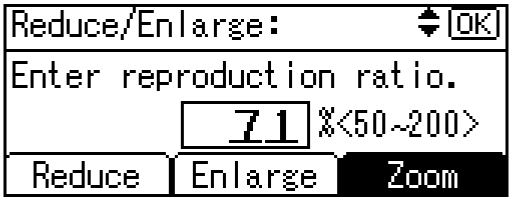
1 Press [R/E].


Ready
1 A4
[100%]
1
100%
R/E

2 Press [Zoom].


Reduce/Enlarge: 1/2
OK
93%
71% (A4→A5)
Reduce
Enlarge
Zoom

3 Enter the ratio.


Reduce/Enlarge:

Enter reproduction ratio.

71 %<50~200>

OK
Reduce
Enlarge
Zoom

To select the ratio using 【▲】 and 【▼】

❶ Adjust the ratio using 【▲】 or 【▼】.

Note

- ❒ If you have incorrectly entered the ratio, readjust using 【▲】 or 【▼】.
- ❒ To change the ratio in increments of 10%, press and hold down 【▲】 or 【▼】.

❷ Press the 【OK】 key.

The "`Accepted`" message appears.

To enter the ratio using the number keys

❶ Enter the desired ratio using the number keys.

❷ Press the 【OK】 key.

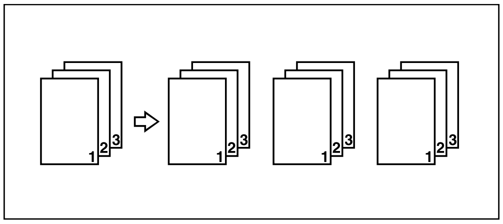
The "`Accepted`" message appears.

4 Place your originals, and then press the 【Start】 key.

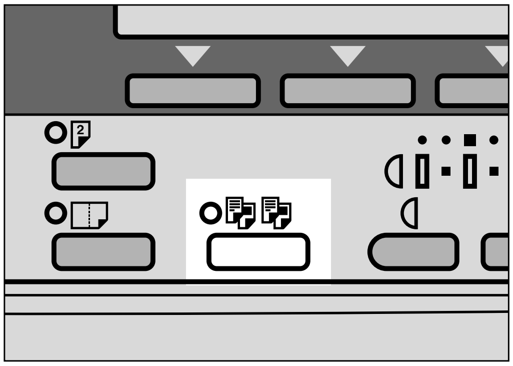
Sort

You can scan originals into memory and automatically sort copies.

Copies are assembled as sequentially ordered sets.



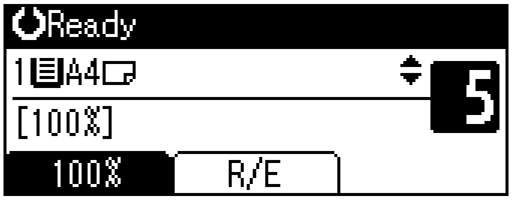
1 **Press the 【Sort】 key.**



Note

❒ When canceling the Sort function, press the 【Sort】 key, and make sure the 【Sort】 key indicator is off.

2 **Enter the number of copy sets using the number keys.**



Ready
1 A4
[100%]
5

3 **Place your originals.**

Note

❒ When placing originals on the exposure glass, start from the first page to be copied. When placing originals in the ADF, set the first page on top.

4 **Press the 【Start】 key.**

Note

❒ When placing originals on the exposure glass, press the 【#】 key after all originals are scanned.

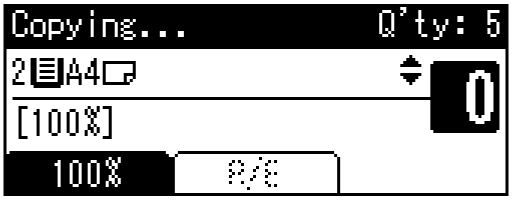
Changing the number of sets

You can change the number of copy sets during copying.

Note

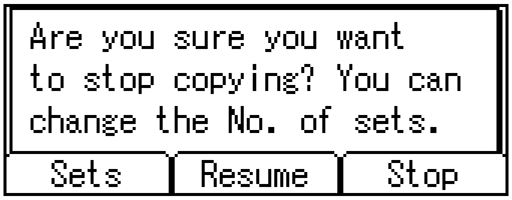
❒ This function can only be used when the Sort function is selected.

1 **While "`Copying...`" is displayed, press the 【Clear/Stop】 key.**



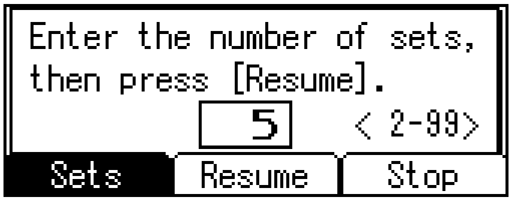
Copying... Q'ty: 5
2 A4
[100%]
0

2 **Press [Sets].**



Are you sure you want to stop copying? You can change the No. of sets.

3 **Enter the number of copy sets with the number keys, and then press [Resume].**



Enter the number of sets, then press [Resume].
5 < 2-99>

Copying starts again.

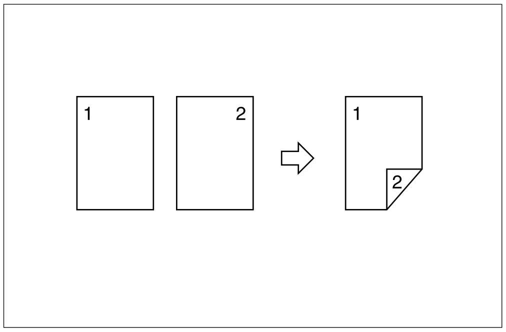
Note

❒ The number of sets you can enter differs depending on when the 【Clear/Stop】 key is pressed.

Duplex

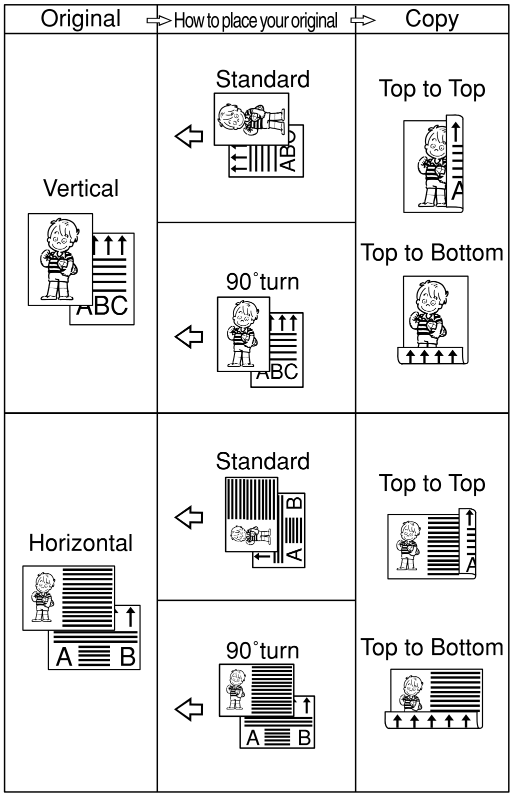
❖ **1 Sided → 2 Sided**

Copies 2 one-sided pages onto 1 two-sided page.



Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place the originals (vertical ▯ or horizontal ▭).


Original
How to place your original
Copy
Vertical
Standard
Top to Top
90˚turn
Top to Bottom
Horizontal
Standard
Top to Top
90˚turn
Top to Bottom
ABC
A B
GCRYOU1E

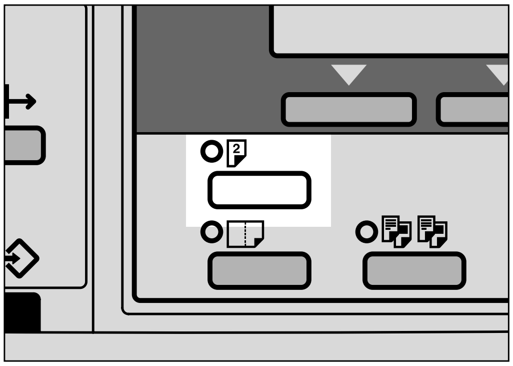
---

*1 The table shows the orientation of images on the front and back of copies, not the orientation of delivery.

Note

- ❒ You cannot use the bypass tray with this function.
- ❒ The maximum paper weight that can be used with duplex copying is 64–90 g/m^2, 20–24 lb.
- ❒ You can change the original orientation. See p.29 "To select the orientation".
- ❒ You can change the margin. See p.45 "Duplex Margin".

1 Press the 【Duplex】 key.

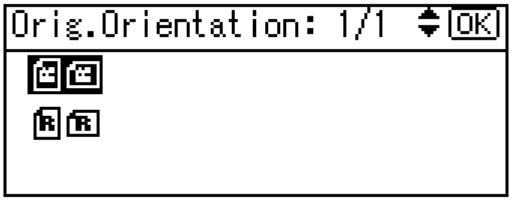


To select the orientation

Note

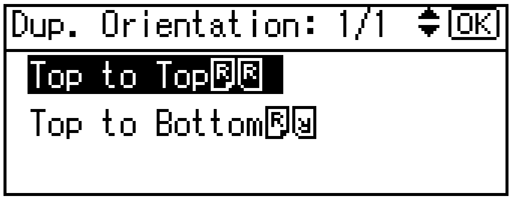
- ❒ You can select the original orientation when **[Always Specify]** is selected in **[Orientation]** under **[Copier Features]** (User Tools). See p.44 "Orientation".

❶ Select the original orientation using 【▲】 or 【▼】, and then press the 【OK】 key.



Orig.Orientation: 1/1 ⇕ OK

❷ **Select the copy orientation using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Dup. Orientation: 1/1  ⇕ OK
 Top to Top
 Top to Bottom
```

The "`Accepted`" message appears.

2 Place your originals.

When placing originals on the exposure glass

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start from the first page to be copied.

❷ **Place the next original, and then press the 【Start】 key.**

When placing a stack of originals in the ADF

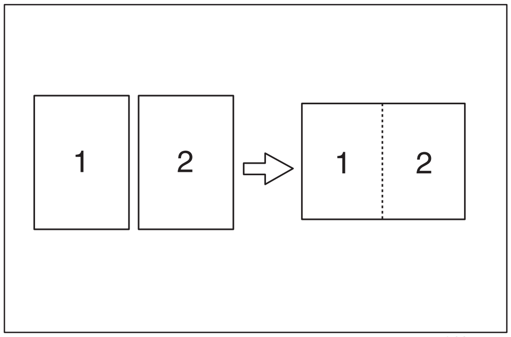
❶ **Place the originals with the first page on the top, and then press the 【Start】 key.**

One-Sided Combine

You can combine two pages onto one side of a sheet.

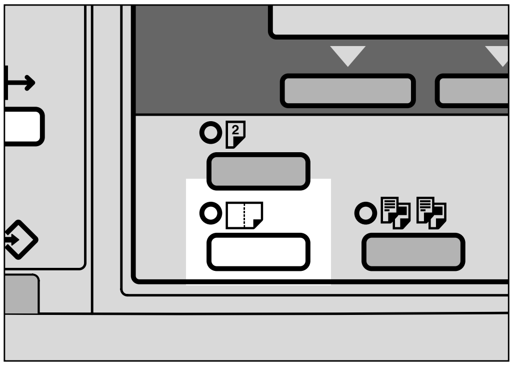
❖ **1 Sided 2 Pages → Combine 1 Side**

Copies 2 one-sided originals onto one side of a sheet.



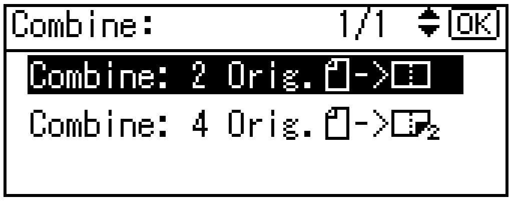
GCSHVY7E

1 Press the 【Combine】 key.



ABU032S

2 Select [Combine: 2 Orig.] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Combine:          1/1  ⇕ OK
 Combine: 2 Orig.
 Combine: 4 Orig.
```

Reference

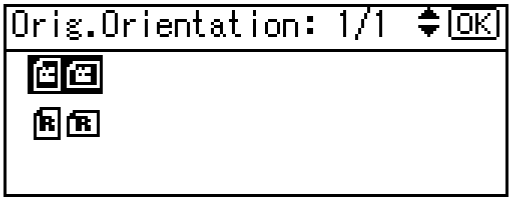
p.29 "Original orientation and completed copies"

To select the orientation

Note

- ❒ You can select the original orientation when **[Always Specify]** is selected in **[Orientation]** under **[Copier Features]** (User Tools). See p.44 "Orientation".

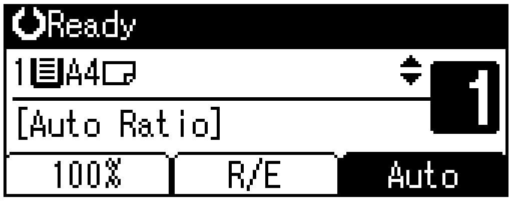
❶ **Select the orientation using 【▲】 or 【▼】, and then press the 【OK】 key.**



Orig.Orientation: 1/1 ⇕OK

The "`Accepted`" message appears.

3 Select the paper size using 【▲】 or 【▼】.



Ready

1 A4 ⇕

[Auto Ratio]

1

100% | R/E | Auto

Note

- ❒ The machine calculates the ratio automatically based on the original size, if specified, or the copy paper size.

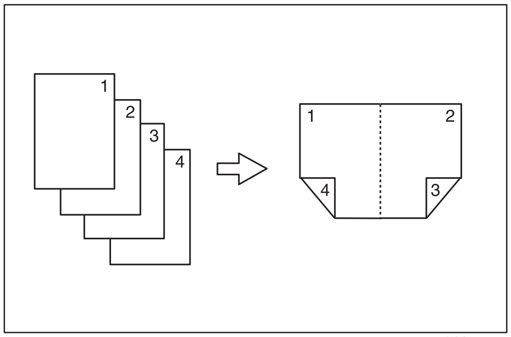
4 Place your originals, and then press the 【Start】 key.

Two-Sided Combine

You can combine 4 pages of originals into one sheet with two sides.

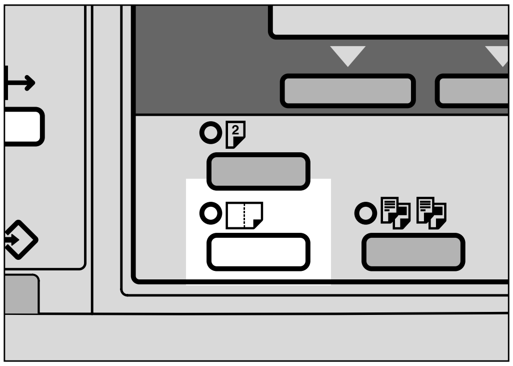
❖ **1 Sided 4 Pages → Combine 2 Side**

Copies 4 one-sided originals onto one sheet with two pages per side.



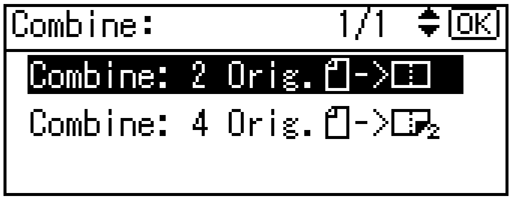
GCSHVY9E

1 Press the 【Combine】 key.



ABU032S

2 Select [Combine: 4 Orig.] using 【▲】 or 【▼】, and then press the 【OK】 key.



Combine: 1/1 ⇕OK

Combine: 2 Orig. ->

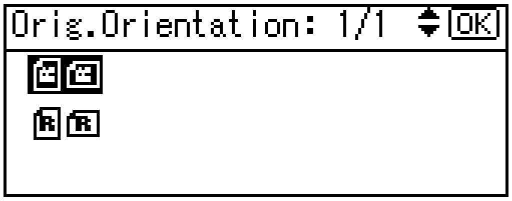
Combine: 4 Orig. ->

To select the orientation

Note

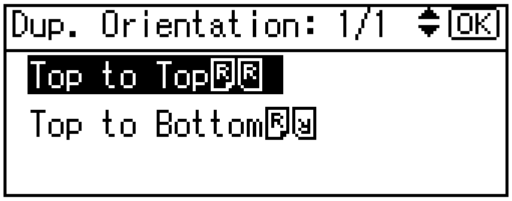
- ❒ You can select the original orientation when **[Always Specify]** is selected in **[Orientation]** under **[Copier Features]** (User Tools). See p.44 “Orientation”.

❶ **Select the original orientation using 【▲】 or 【▼】, and then press the 【OK】 key.**



Orig.Orientation: 1/1 ⇕ OK

❷ **Select the copy orientation using 【▲】 or 【▼】, and then press the 【OK】 key.**



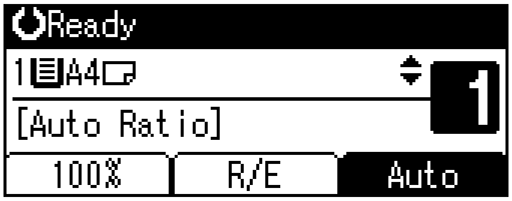
Dup. Orientation: 1/1 ⇕ OK

Top to Top

Top to Bottom

The “`Accepted`” message appears.

3 Select the paper size using 【▲】 or 【▼】.



Ready

1 A4

[Auto Ratio]

1

Note

- ❒ The machine calculates the ratio automatically based on the original size, if specified, or the copy paper size.

4 Place your originals, and then press the 【Start】 key.

3. Troubleshooting

If Your Machine Does Not Operate As You Want

When a Message Is Displayed

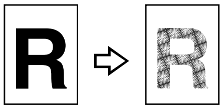
The following chart contains explanations for common messages. If other messages appear, follow the instructions as they are displayed.

Note

- For messages not listed here, see *General Settings Guide*.

Message	**Causes**	**Solutions**
`Cannot dup. copy this size`	A paper size not available with the Duplex function has been selected.	The following paper sizes are available for the Duplex function: A4▭, B5 JIS▭. Select one of these sizes.
`Cannot sort this size`	A paper size not available with the Sort function has been specified.	Use copy paper of length under 357 mm.
`Size error in Combine mode`	A paper size not available with the Combine function has been specified.	Use copy paper of length under 357 mm.
`Max. number of sets is  *`	The number of copies exceeds maximum copy quantity.	You can change the maximum copy quantity. See p.44 “Max. Number of Sets”.

If You Cannot Make Clear Copies

Problem	**Causes**	**Solutions**
Copies appear dirty.	Image density is too dark.	Adjust the image density. See p.25 "Adjusting Image Density".
The reverse side of an original image is copied.	Image density is too dark.	Adjust the image density. See p.25 "Adjusting Image Density".
A shadow appears on copies if you use pasted originals.	Image density is too dark.	Adjust the image density. See p.25 "Adjusting Image Density". Change the orientation of the original. Put mending tape over the pasted areas.
The same copy area is dirty whenever making copies.	The exposure glass or ADF is dirty.	Clean them. See p.51 "Maintaining Your Machine".
Copies are too light.	Image density is too light.	Adjust the image density. See p.25 "Adjusting Image Density".
	The paper size is not appropriate.	Use the recommended paper. **Note** ❒ A light copy may result when you use damp or rough grain paper.
	Toner bottle is almost empty.	Add toner. See p.38 "Adding Toner".
Parts of the paper are not copied.	The original is not placed correctly.	Place originals correctly. See p.15 "Placing Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	When using the exposure glass, place originals face down. When using the ADF, place them face up. See p.15 "Placing Originals".
A moiré pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

This section explains causes and remedies when copy results are not as expected.

❖ Basic

Problem	Causes	Solutions
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again. **Reference** p.53 “Combination Chart”

❖ Combine

Problem	Causes	Solutions
When using Combine, parts of the image are not copied.	The copy paper you specified does not match the sizes of your originals.	Make sure the originals can be combined into the copy paper you selected.
Copies are not in correct order.	You placed the originals in the incorrect order.	When placing a stack of originals in the ADF, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.

❖ Duplex

Problem	Causes	Solutions
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the ADF, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
In Duplex Margin mode, parts of the original image are not copied.	The margin is too wide.	Set a narrower margin with User Tools. You can set the width between 0–50 mm (0"–2"). See p.45 “Duplex Margin”.
	There is a lack of margin space on the opposite side of the binding position.	
When using Duplex, copy is made Top to Top even though Top to Bottom is selected.	You placed the originals in the wrong orientation.	Place the originals in the correct orientation. See p.15 “Original Orientation” .

When Memory Is Full

Messages	Causes	Solutions
`Memory is full. [Print] scanned orig., [Clear] to cancel/clear memory.` **[Clear][Print]** **Note** ❒ Copying will stop and this message will be displayed when the memory is full.	The scanned original exceeds the number of pages that can be stored in memory.	Press **[Print]** to copy scanned originals and cancel the scanning data. Press **[Clear]** to cancel the scanning data and not copy.
`Reset * orig., then press [Resume] to scan and copy the remaining originals.` **[Stop] [Resume]**	The machine checks if the remaining originals should be copied, after the scanned original has been printed.	To continue copying, remove all copies, and then press **[Resume]**. To stop copying, press **[Stop]**.

Loading Paper

Reference

For paper types and sizes, see *General Settings Guide*.

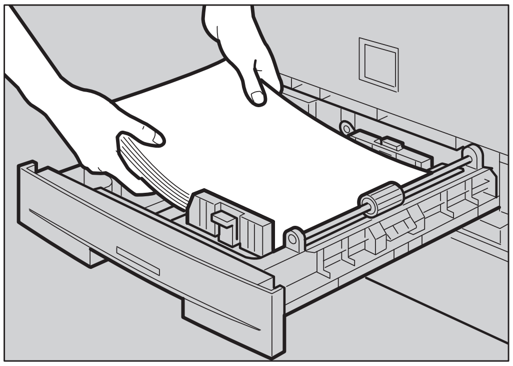
Loading Paper

Note

- ❒ You can change the paper size, see *General Settings Guide*.
- ❒ This illustration shows Tray 1.

1 **Pull the paper tray out slowly until it stops.**

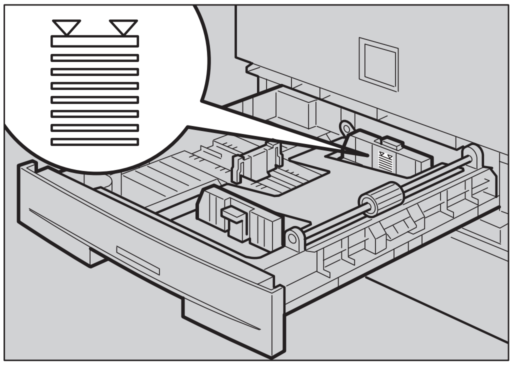
2 **Push the metal plate down, and then square the paper and load it in the tray.**



ZFOY280E

Important

- ❒ Check the top of the stack is not higher than the limit mark inside the tray.



ZFOY300E

- ❒ If paper is left in the paper tray, and then you add paper, a misfeed might occur.

Note

- ❒ Fan the paper before loading.
- ❒ Straighten curled or warped paper before loading.
- ❒ When using paper tray 2, load paper so that the paper touches the right side of the tray, or misfeeds might occur.

3 **Push the paper tray in, until it stops.**

Adding Toner

When appears, it is time to add toner.

Handling Toner

WARNING:

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*

Important

- Faults may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.
- Do not repeatedly install and remove toner bottles. This will result in toner leakage.
- Do not shake the removed toner bottle. Remaining toner might scatter.

Note

- You can make about 50 copies even after the symbol begins flashing, but replace toner early to prevent poor copy quality.

Toner Storage

When storing toner, the following precautions should always be followed:

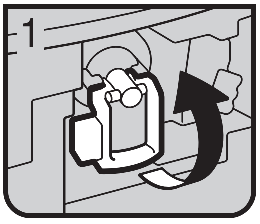
- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

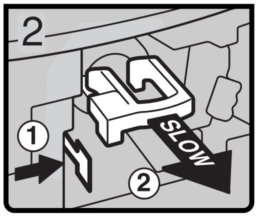
Note

- Toner cannot be re-used.

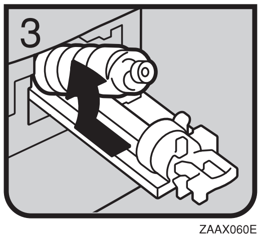
Removing Toner



- 1: Open the front cover of the machine.
- 2: Lift the green lever.

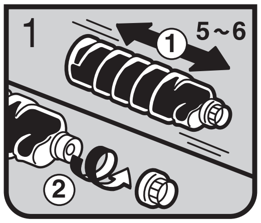

2
①
②
SLOW
ABU034S

- 3: Push the green lever, and then gently pull out the holder.



- 4: Press the toner bottle back to raise its top, and then gently pull it out.

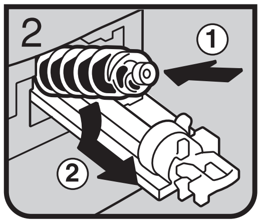
Inserting Toner


1
①
5～6
②
ZAAX070E

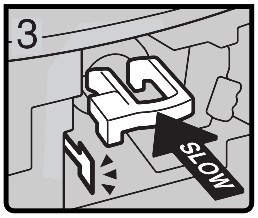
- 1: Hold the new bottle horizontally and shake it from side to side five or six times.
  2: Remove the black cap.

Note

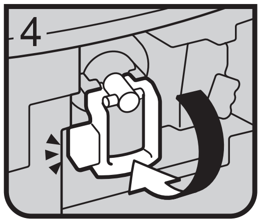
- ❒ Do not remove the black cap before shaking.
- ❒ Do not remove the inner cap.


2
①
②
ZAAX080E

- 3: Put the toner bottle on the holder, and then pull its top forward.


3
SLOW
ABU035S

- 4: Push in the green lever until it clicks.



- 5: Press down the green lever.
- 6: Close the machine's front cover.

4. User Tools (Copier Features)

Accessing User Tools (Copier Features)

This section is for key operators in charge of this machine. Key operators can change or make default settings.

Note

- ❒ Be sure to quit User Tools and return to the initial copy display when all settings are complete. This section describes system settings for the copier function.
- ❒ Selected settings are highlighted.
- ❒ Any changes made with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **【Clear Modes】** key is pressed.

Reference

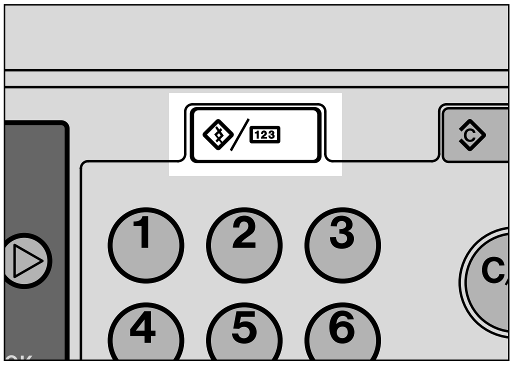
For details about System Settings, see "User Tools (System Settings)", *General Settings Guide*.

Changing Default Settings

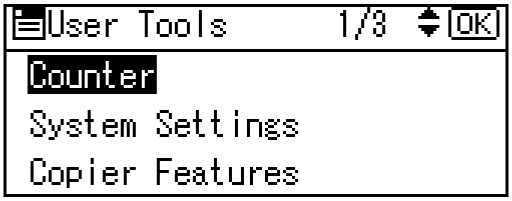
Note

- ❒ If a key operator code is set, the key operator code input display appears before you can change the default settings. For details about access codes, see “Key Operator Tools”, *General Settings Guide*.

1 Press the 【User Tools/Counter】 key.



2 Select [Copier Features] using 【▲】 or 【▼】, and then press the 【OK】 key.



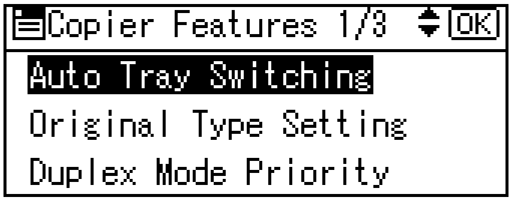
User Tools 1/3 ⇕ OK

Counter

System Settings

Copier Features

3 Select the menu using 【▲】 or 【▼】, and then press the 【OK】 key.



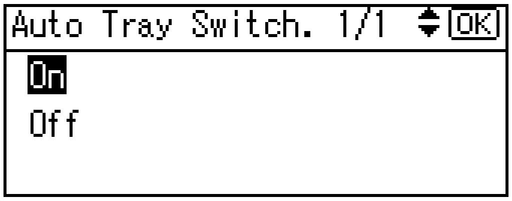
Copier Features 1/3 ⇕ OK

Auto Tray Switching

Original Type Setting

Duplex Mode Priority

4 **Change settings by following instructions on the display, and then press the 【OK】 key.**



Auto Tray Switch. 1/1 ⬍ OK

On

Off

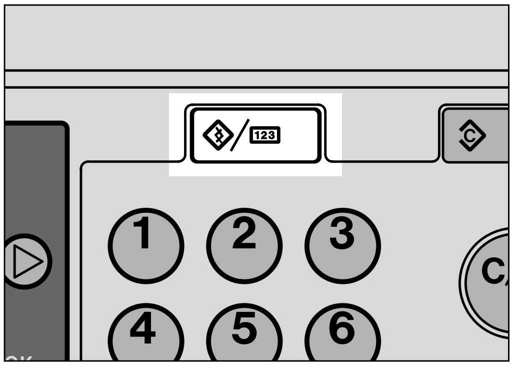
The "`Programmed`" message appears.

Note

- ❒ To discontinue the operation and return to the initial display, press the **【User Tools/Counter】** key.

Quitting User Tools

1 **Press the 【User Tools/Counter】 key.**



The change is made, and the machine is ready to copy.

Settings You Can Change with User Tools

Auto Tray Switching

If you load paper of the same size and in the same orientation in two trays, the machine automatically shifts to the other tray when the first tray runs out of paper. This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

Note

❒ Default: *On*

❒ Off: When a paper tray runs out of paper, copying is interrupted and the “`Load paper`” message appears.

❒ To enable this function, the APS settings of Paper Type: Tray 1 and 2 have to be selected **[On]**. See “Tray Paper Settings”, *General Settings Guide*.

Original Type Setting

You can adjust copy finish quality level according to original type. You can choose these functions after selecting **[Original Type 1 (Text)]**or **[Original Type 2 (Photo)]**.

- Text Mode 1
  normal text originals
- Text Mode 2
  newspapers, semi-transparent originals (reverse side print faintly visible)
- Photo Mode 1
  text/photo images containing mostly photo areas
- Photo Mode 2
  text/photo images containing mostly text areas
- Photo Mode 3
  actual photographic paper
- Special Mode 1
  Highly transparent originals (reverse side clearly visible), or light text on a coloured background. Also for originals with very grainy backgrounds (some newspapers) and light text.
- Special Mode 2
  originals with coloured text and lines
- Special Mode 3
  photo images created by dithering (visible dots), such as newspaper photos - normal resolution
- Special Mode 4
  photo images created by dithering (visible dots), such as newspaper photos - coarse resolution
- Special Mode 5
  normal text originals (reproducing the background)

Note

❒ Default:

- *Original Type 1 (Text): Text Mode 1*
- *Original Type 2 (Photo): Photo Mode 1*

Duplex Mode Priority

You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.

Note

❒ Default: *1 Sided → 1 Sided*

Orientation

- You can select the original orientation when making Combine copies.

Note

❒ Default: *Do not Specify*

❒ When you select **[Always Specify]**, you must select the orientation of originals.

Max. Number of Sets

The maximum copy quantity can be set between 1 and 99 using number keys.

Note

❒ Default: *99 sheets*

Original Count Display

You can set to display the count of originals and copying pages on the display when **[On]** is selected.

Note

❒ Default: *Off*

Reproduction Ratio

You can select which reduce, enlarge, or input ratio is shown on the display with priority when **[Reduce]** or **[Enlarge]** is selected.

Note

❒ Default:

- Metric version:
  - Ratio 1: *50%*
  - Ratio 2: *71%*
  - Ratio 3: *93%*
  - Ratio 4: *141%*
  - Ratio 5: *200%*
- Inch version:
  - Ratio 1: *65%*
  - Ratio 2: *78%*
  - Ratio 3: *93%*
  - Ratio 4: *129%*
  - Ratio 5: *155%*

❒ You can set a ratio other than the above.

① Press the **【User Tools/Counter】** key.

② Select **[Copier Features]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

③ Select **[Reproduction Ratio]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

④ Select the ratio you want to change using **【▲】** or **【▼】**, and then press the **【OK】** key.

⑤ Select **[User R/E Ratio]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

⑥ Enter a ratio using the number keys (from 50–200%), and then press the **【OK】** key.
The “`Programmed`” message appears.

Preset R/E Priority

You can set the ratio with priority when **[R/E]** is selected.

Note

❒ Default:

- Metric version: *71%*
- Inch version: *65%*

Duplex Margin

You can specify left margin on the back side of copies, and top margin on the front side. Select **[Top Margin]** or **[Left Margin]**, and then set the required value.

- Top Margin: 0 - 50 mm, 0" – 2"
- Left Margin: 0 - 50 mm, 0" – 2"

Note

❒ Default:

- Metric version: *5 mm*
- Inch version: *0.2 inch*

Do's and Don'ts

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

- ❒ Do not turn the power off while the On indicator is lit or blinking. Doing so may damage the memory.
- ❒ Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the display. See p.11 “Turning Off the Power” and “Turning Off the Main Power”.

- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may become warm—this is not a malfunction.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure all copying or printing has finished first.
- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine during copying or printing.
- If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The manufacturer shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

Where to Put Your Machine

Machine Environment

Choose your machine's location carefully. Environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ CAUTION:

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear, and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

⚠ ***CAUTION:***

- *When the paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit.*

Important

❒ Be careful when moving the machine. Take the following precautions:
  - Turn off the main power. See p.11 "Turning Off the Main Power".
  - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
  - Close all covers and trays, including the front cover and bypass tray.

❒ Do not take off the holding stand.

❒ Protect the machine from strong shocks. Impact can damage the memory.

Power Connection

⚠ ***WARNING:***

- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

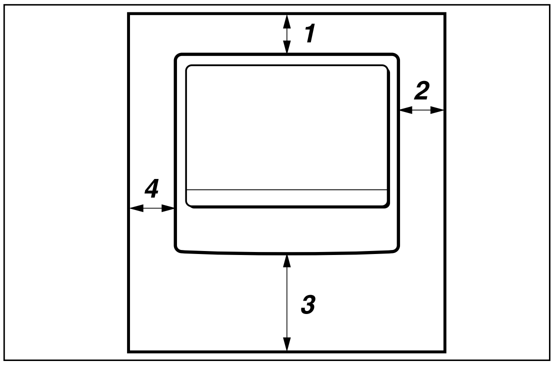
⚠ ***CAUTION:***

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- When the main power switch is in the stand-by position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Access to the Machine

Place the machine near the power source, providing the clearance areas shown.



CP9991EE

1. **Rear: 1 cm (0.4") or more**
2. **Right: 1 cm (0.4") or more**
3. **Front: 75 cm (29.6") or more**
4. **Left: 1 cm (0.4") or more**

Note

❒ For the required space when options are installed, contact your service representative.

Maintaining Your Machine

If the exposure glass, exposure glass cover, or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

❖ **Cleaning the machine**

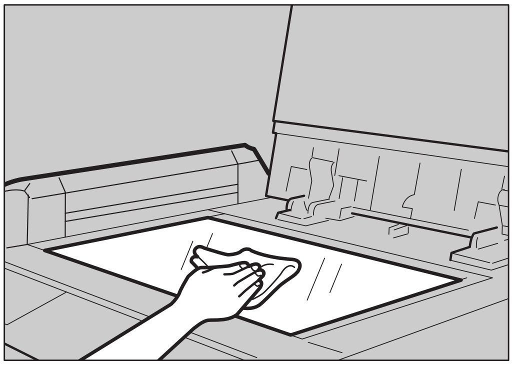
Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

Important

❒ Do not use chemical cleaner or organic solvents such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.

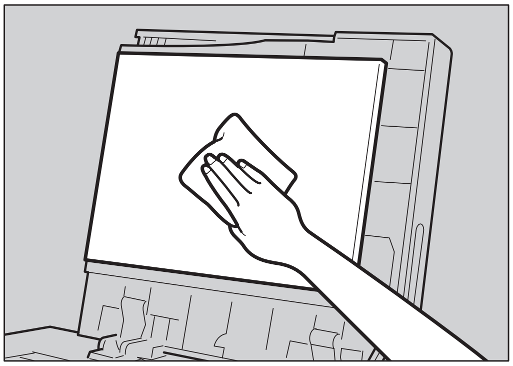
❒ Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

Cleaning the Exposure Glass



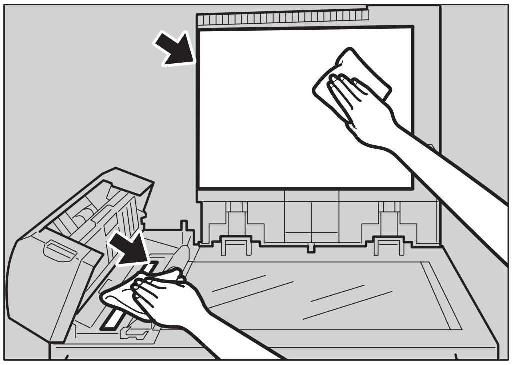
ABU037S

Cleaning the Exposure Glass Cover



ZFOH660E

Cleaning the ADF



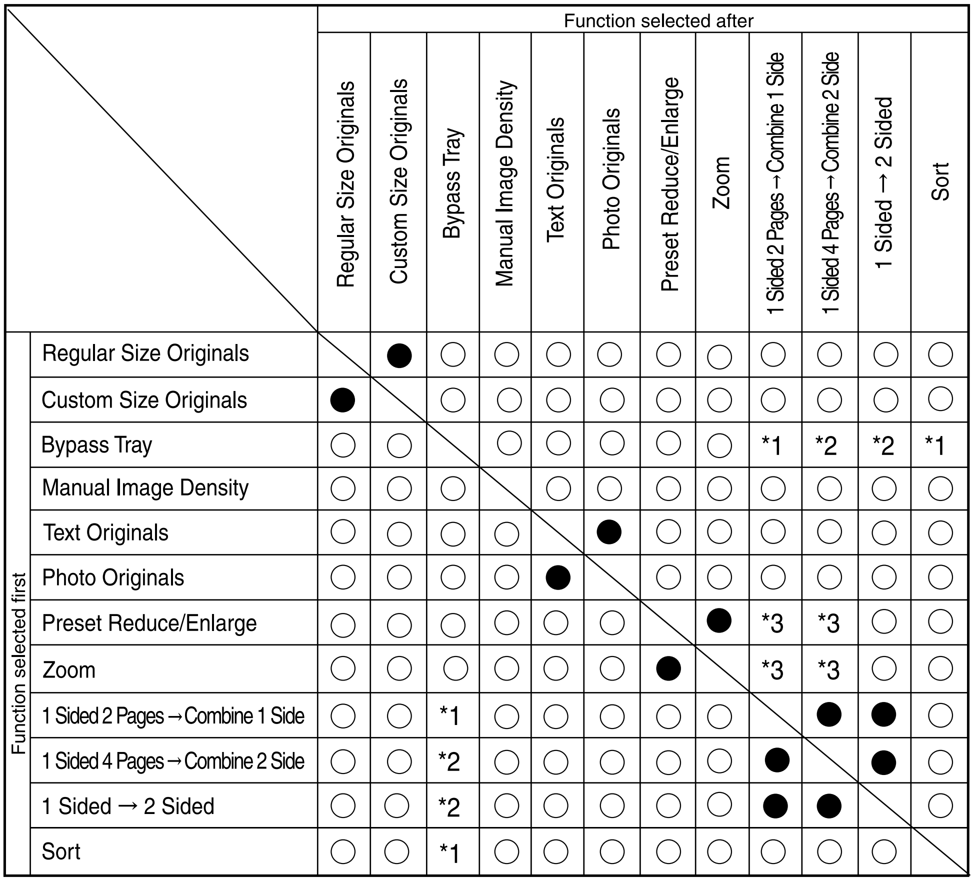
ZFOH680E

Combination Chart

The combination chart below shows which functions can be used together. When you read the chart, see the following table:

❍	These functions can be used together.
●	These functions cannot be used together. The second function selected will be the function you are working in.

The following shows the combinations of functions.



	Function selected after											
Function selected first	Regular Size Originals	Custom Size Originals	Bypass Tray	Manual Image Density	Text Originals	Photo Originals	Preset Reduce/Enlarge	Zoom	1 Sided 2 Pages→Combine 1 Side	1 Sided 4 Pages→Combine 2 Side	1 Sided → 2 Sided	Sort
Regular Size Originals		●	○	○	○	○	○	○	○	○	○	○
Custom Size Originals	●		○	○	○	○	○	○	○	○	○	○
Bypass Tray	○	○		○	○	○	○	○	*1	*2	*2	*1
Manual Image Density	○	○	○		○	○	○	○	○	○	○	○
Text Originals	○	○	○	○		●	○	○	○	○	○	○
Photo Originals	○	○	○	○	●		○	○	○	○	○	○
Preset Reduce/Enlarge	○	○	○	○	○	○		●	*3	*3	○	○
Zoom	○	○	○	○	○	○	●		*3	*3	○	○
1 Sided 2 Pages→Combine 1 Side	○	○	*1	○	○	○	○	○		●	●	○
1 Sided 4 Pages→Combine 2 Side	○	○	*2	○	○	○	○	○	●		●	○
1 Sided → 2 Sided	○	○	*2	○	○	○	○	○	●	●		○
Sort	○	○	*1	○	○	○	○	○	○	○	○	

*1 You cannot use copy paper longer than 356mm (◻) when combining these functions.

*2 When you select these functions together, the error message appears. You cannot copy until you cancel one function.

*3 The function selected after switches the ratio to auto ratio.

ABU038S

Supplementary Information

❖ Bypass Tray Copy

- The following paper sizes can be selected as standard sizes:
A4▭, A5▯▭, B5 JIS▭, $8^{1}/_{2}$"×14"▭, $8^{1}/_{2}$"×11"▭, $5^{1}/_{2}$"×$8^{1}/_{2}$"▯▭, $7^{1}/_{4}$"×$10^{1}/_{2}$"▭, 8"×13"▭, $8^{1}/_{2}$"×13"▭, $8^{1}/_{4}$"×13"▭, $8^{1}/_{4}$"×14"▭, 16K▭, $4^{1}/_{8}$"×$9^{1}/_{2}$"▭, $3^{7}/_{8}$"×$7^{1}/_{2}$"▭, C5 Env▭, C6 Env▭, DL Env▭
- When the beeper is turned off, it will not sound if you insert paper into the bypass tray. See *General Settings Guide*.

❖ Preset Reduce/Enlarge

- You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

❖ Metric version

Ratio (%)	**Original → Copy paper size**
200 (enlarge area by 4)	A6→A4
141 (enlarge area by 2)	A5→A4
122	--
115	--
93	A little reduced. (Create Margin)
82	F→A4
71 (reduce area by $^{1}/_{2}$)	A4→A5
65	--
50 (reduce area by $^{1}/_{4}$)	A4→A6

❖ Inch version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	--
155 (enlarge area by 2)	$5^{1}/_{2}$" × $8^{1}/_{2}$"→$8^{1}/_{2}$" × 14"
129	$5^{1}/_{2}$" × $8^{1}/_{2}$"→$8^{1}/_{2}$" × 11"
121	--
93	A little reduced. (Create Margin)
85	$8^{1}/_{2}$" × 13"→$8^{1}/_{2}$" × 11"
78	$8^{1}/_{2}$" × 14"→$8^{1}/_{2}$" × 11"
73	--
65	$8^{1}/_{2}$" × 11"→$5^{1}/_{2}$" × $8^{1}/_{2}$"
50 (reduce area by $^{1}/_{4}$)	--

❖ Zoom

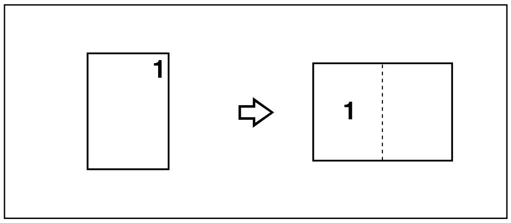
- The reproduction ratios you can specify are 50–200%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Duplex

- You cannot use the following copy paper with this function:
  - Paper smaller than B5 JIS🗋 or $8^{1}/_{2}$" × 11"🗋.
  - Paper thicker than 105 g/m^2, 28 lb.
  - Paper thinner than 64 g/m^2, 17 lb.
  - Translucent paper
  - OHP transparencies
  - Label paper (adhesive labels)
  - Postcards
- When an odd number of originals is placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.
- The following paper sizes can be duplexed: A4🗋, B5 JIS🗋, $8^{1}/_{2}$" × 14"🗋, $8^{1}/_{2}$" × 11"🗋, $8^{1}/_{2}$" × 13"🗋, $8^{1}/_{4}$" × 13"🗋, $8^{1}/_{4}$" × 14"🗋, 16K🗋

❖ Combine

- When using this function, the machine selects the reproduction ratio automatically. This reproduction ratio depends on original sizes, if specified, or copy paper sizes.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper of 357 mm in length, or larger.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



❖ Duplex Margin

- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies using the Combine function, the binding margin is added to the copies when combining is finished.

INDEX

1 sided 2 pages → combine 1 side, 30
1 sided 4 pages → combine 2 side, 31
1 sided → 2 sided, 29

A

Accessing User Tools, 41
Adding toner, 38
ADF, 16
Adjusting image density, 25
Auto off, 12
Auto tray switching, 43

B

Basic procedure, 19
Bypass tray, 20
Bypass tray copy, 54

C

Cancel key, 8
Changing default settings, 41
Cleaning
  ADF, 51
  exposure glass, 51
  exposure glass cover, 51
Clear key, 7
Clear Modes key, 7
Combination chart, 53
Combine, 30, 31, 56
Combine key, 8
Control panel, 7
Copier features, 41
Copier functions, 25
Copying, 19
Copying from bypass tray, 20, 22, 23
Copy key, 7
Counter key, 7
Custom size originals, 17
Custom size paper, 22

D

Display, 8
Do's and Don'ts, 47
Duplex, 29, 55
Duplex key, 8
Duplex margin, 45, 56
Duplex mode priority, 43

E

Enlarge, 26, 54
Envelopes, 23
Environment, 48
Exposure glass, 15

H

Handling toner, 38

I

Image density, 25
Indicators, 7
Inserting toner, 40

L

Lighter and Darker, 8
Loading paper, 37
Low power, 12

M

Machine environment, 48
Main power indicator, 7
Main power switch, 10
Maintaining, 51
Max. number of sets, 44
Messages, 33
Missing image area, 14
Moving, 49

N

Non-compatible originals for the ADF, 13
Number keys, 8

O

OK key, 8
One-sided combine, 30
On indicator, 8
Operation switch, 8, 10
Orientation, 29, 44
Original count display, 44
Original orientation, 15
Originals, 13
Original sizes, 14
Originals sizes and weights, 13
Original type, 25
Original Type key, 8
Original type setting, 43

P

Paper
  loading, 37
Photo, 25
Placing custom size originals, 17
Placing originals, 15
  in ADF, 16
  on exposure glass, 15
Placing regular size originals, 16
Power, 10
Power connection, 49
Preset reduce/enlarge, 26, 54
Preset R/E priority, 45

Q

Quitting User Tools, 42

R

Reading display, 9
Reduce, 26, 54
Regular size originals, 14, 16
Regular size paper, 22
Remarks, 47
Removing toner, 39
Reproduction ratio, 44

S

Safety information, 3
Saving energy, 12
Scroll keys, 7
Selecting copy paper, 26
Selecting original type setting, 25
Selection keys, 7
Sort, 28
Sort key, 8
Special paper, 23
Specifications, 53
Start key, 8
Stop key, 7
Supplementary information, 54

T

Text, 25
Toner
  adding, 38
  handling, 38
  inserting, 40
  removing, 39
  storage, 38
  used, 38
Toner storage, 38
Troubleshooting, 33
  memory is full, 36
  you cannot make clear copies, 34
  you cannot make copies as you want, 35
  your machine does not operate as you want, 33
Turning Off the main power, 11
Turning Off the power, 11
Turning On the main power, 10
Turning On the power, 10
Two-sided combine, 31

U

Used toner, 38
User Tools, 41
User Tools key, 7
Using keys, 9

Z

Zoom, 27, 55

MEMO

MEMO

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Trademark

PostScript® and Acrobat® are registered trademarks of Adobe Systems Incorporated.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Paper type: Wood Free 80g/m2, Paper Thickness=100 µm // Pages in book=64 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.200000 mm

RICOH

RICOH COMPANY, LTD.
15-5, Minami Aoyama 1-chome,
Minato-ku, Tokyo 107-8544, Japan
Phone: +81-3-3479-3111

Overseas Affiliates

U.S.A.
RICOH CORPORATION
5 Dedrick Place
West Caldwell, New Jersey 07006
Phone: +1-973-882-2000

The Netherlands
RICOH EUROPE B.V.
Groenelaan 3, 1186 AA, Amstelveen
Phone: +31-(0)20-5474111

United Kingdom
RICOH UK LTD.
Ricoh House,
1 Plane Tree Crescent, Feltham,
Middlesex, TW13 7HG
Phone: +44-(0)20-8261-4000

Germany
RICOH DEUTSCHLAND GmbH
Mergenthalerallee 38-40

Spain
RICOH ESPAÑA S.A.
Avda. Litoral Mar, 12-14,
Blue Building, Marina Village,
08005 Barcelona
Phone: +34-(0)93-295-7600

Italy
RICOH ITALIA SpA
Via della Metallurgia 12,
37139 Verona
Phone: +39-045-8181500

China
RICOH CHINA CO.,LTD.
29/F., Lippo Plaza, No.222
Huai Hai Zhong Road,
Lu Wan District,
Shanghai P.C.:200021
Phone: +86-21-5396-6888

Aficio™ 1515/1515PS/1515F/1515MF Operating Instructions Cop

Operating Instructions

Printer Reference 1

1 Getting Started
2 Preparing to Print

Paper type: Wood Free 80g/m2, Paper Thickness=100 µm // Pages in book=48 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 0 mm

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript®, Acrobat®, PageMaker® and Adobe Type Manager are registered trademarks of Adobe Systems Incorporated.

PCL® is a registered trademark of Hewlett-Packard Company.

AppleTalk, Apple, Macintosh and Mac are registered trademarks of Apple Computer, Incorporated.

IPS-PRINT™ Printer Language Emulation Copyright© 2000, Oak Technology, Inc., All Rights Reserved.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/Open Company Limited.

Bluetooth is a Trademark of the Bluetooth SIG, Inc. (Special Interest Group) and licensed to RICOH company limited.

Copyright © 2001 Bluetooth SIG, Inc.

The Bluetooth Trademarks are owned by Bluetooth SIG, Inc. USA

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product name of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows® XP are as follows:
  Microsoft® Windows® XP Professional

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- ❒ Manuals provided are specific to machine type.
- ❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- ❒ Three CD-ROMs are provided:
  - CD-ROM 1“Operating Instructions for Printer/Scanner”
  - CD-ROM 2“Scanner Driver & Document Management Utilities”
  - CD-ROM 3“Operating Instructions for General Settings and Facsimile”

❖ General Settings Guide (PDF file - CD-ROM3)

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ Network Guide (PDF file - CD-ROM1)

Describes procedures for configuring the machine and computers in a network environment.

❖ Copy Reference

Describes operations, functions, and troubleshooting for the machine’s copier function.

❖ Facsimile Reference <Basic Features>

Describes operations, functions, and troubleshooting for the machine’s facsimile function.

❖ Facsimile Reference <Advanced Features> (PDF file - CD-ROM3)

Describes advanced functions and settings for key operators.

❖ Printer Reference 1 (this manual)

Describes system settings and operations for the machine’s printer function.

❖ Printer Reference 2 (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine’s printer function.

❖ Scanner Reference (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine’s scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DesktopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PostScript 3 Supplement (PDF file - CD-ROM1)
- UNIX Supplement (available from an authorized dealer, or as a PDF file on our Web site)

TABLE OF CONTENTS

Manuals for This Machine i

How to Read This Manual 1

1. Getting Started

Control Panel 3

- Reading the Display and Using Keys 4

2. Preparing to Print

Preparing the Machine 6

- Connecting the Machine 6
- Setting Paper on the Bypass Tray 8

Installing the Software 13

- Auto Run 13
- Quick Install 14
- Installing the PCL 6/5e and RPCS™ Printer Driver 16
- Setting Up Options - PCL 6/5e and RPCS 20
- Installing the PostScript 3 Printer Driver 21
- Mac OS - Installing the PostScript 3 Printer Driver and Utilities 27
- Mac OS X - Installing the PostScript 3 Printer Driver 29
- Installing the Printer Driver Using USB 30
- Installing the Printer Driver Using IEEE 1394 32
- Installing SmartDeviceMonitor for Client/Admin 35
- Installing Font Manager 2000 35
- Using Adobe PageMaker Version 6.0, 6.5, or 7.0 36

Software and Utilities Included on the CD-ROM 37

- Printer Drivers 37
- Software and Utilities 38

INDEX 40

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury, or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates prior knowledge or preparation is required before operation.

Note

This symbol indicates precautions for operation, or actions to take after mal-operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys and buttons that appear on the computer's display.

[ ]

Keys that appear on the machine's display.

【 】

Keys built into the machine's control panel.

【 】

Keys on the computer's keyboard.

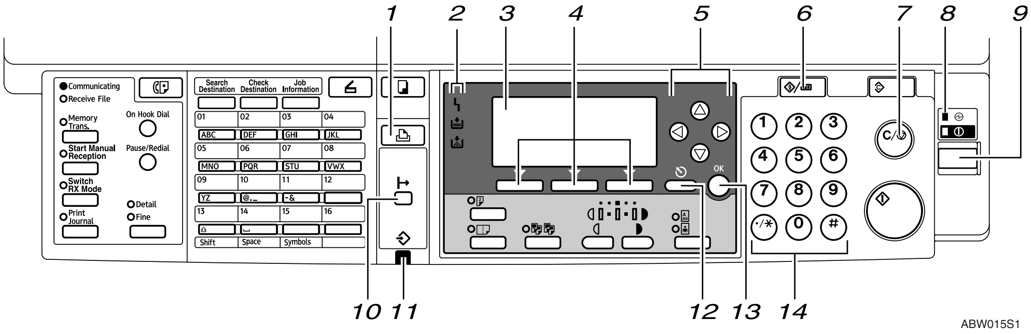
Names of Major Components and Software

The following software products are referred to using a general name:

- DeskTopBinder V2 Lite and DeskTopBinder V2 professional→ DeskTopBinder V2 Lite/professional
- ScanRouter V2 Lite and ScanRouter V2 professional (optional)→ ScanRouter V2 Lite/professional

1. Getting Started

Control Panel


1
2
3
4
5
6
7
8
9
Communicating
Receive File
Memory Trans.
Start Manual Reception
Switch RX Mode
Print Journal
On Hook Dial
Pause/Redial
Detail
Fine
Search Destination
Check Destination
Job Information
Shift
Space
Symbols
OK
10
11
12
13
14
ABW015S1

1. 【**Printer**】 **key**

Press to activate the printer function.

2. Indicators

Displays errors and machine status.

ϟ : Error indicator. See *Network Guide* and *General Settings Guide*.

📥: Load Paper indicator. See *Copy Reference*.

🖨: Add Toner indicator. See *Copy Reference*.

3. Display

Displays operation status and messages.

4. Selection keys

Correspond to items on the display. Press to select the corresponding item.

5. Scroll keys

Press to select an item.

【▲】: scroll upward

【▼】: scroll downward

【▶】: scroll right

【◀】: scroll left

6. 【**User Tools/Counter**】 **key**

Press to change default or operation parameters according to requirement.

7. 【**Clear/Stop**】 **key**

Clear: clears an entered numeric value.

8. Main power indicator and On indicator

The main power indicator lights when the main power switch is turned on. The On indicator lights when the operation switch is turned on.

9. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

Note

- ❒ This key is inactivate during printing or while setting printer defaults.

10. 【**Online**】 **key**

Press to switch the printer between online and offline.

11. Data In indicator

Blinks while the printer is receiving data from a computer. Lights when there is data remaining to be printed.

12. 【**Cancel**】 **key**

Press to cancel an operation or return to the previous display.

13. 【**OK**】 **key**

Press to set a selected item or entered numeric value.

14. Number keys

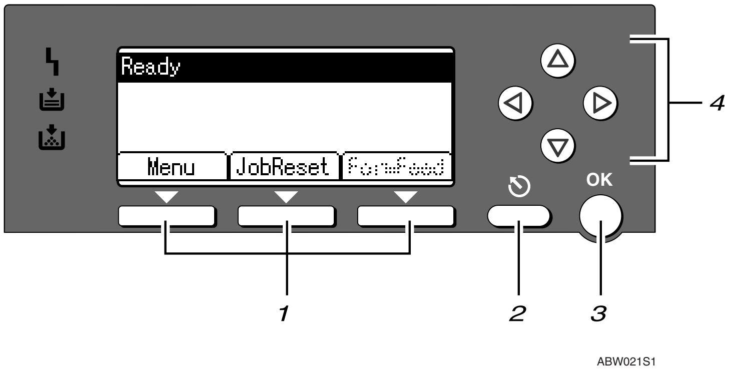
Press to enter numeric values.

Reading the Display and Using Keys

This section explains how to read the display and using the selection key for the initial display.

Note

- ❒ The copy display is set as the default screen when the machine is turned on. You can change the settings in **[System Settings]**. See *General Settings Guide*.



***1.* Selection keys**

Correspond to the function items at the bottom line on the display.

Example: Basic screen

When the instruction "press **[JobReset]**" appears in this manual, press the center selection key.

***2.* 【Cancel】 key**

Press to cancel an operation or return to the previous display.

***3.* 【OK】 key**

Press to set a selected item or entered numeric value.

***4.* Scroll keys**

Press to move the cursor in each direction, step by step.

When the 【▲】, 【▼】, 【▶】, or 【◀】 key appears in this manual, press the scroll key of the same direction.

2. Preparing to Print

This section gives instructions for connecting the machine and computer, configuring the machine, and installing software.

❖ When operating the machine with a USB connection, parallel connection, or IEEE 1394 (SCSI print) connection

- Connect the machine and computer using a USB cable, a parallel cable, or an IEEE 1394 (SCSI print) cable.

  Reference

  For more information, see p.6 “Connecting the Machine”.

- Install a printer driver from the CD-ROM.

  Reference

  For more information, see p.13 “Installing the Software”.

❖ When operating the machine under a network environment

- Configure the network using the machine's control panel.

  Reference

  For more information, see "Network Configuration", *Network Guide*.

- Install a printer driver and other utilities from the CD-ROM.

  Reference

  For more information, see p.13 “Installing the Software”.

Note

❒ "Network environment" describes a situation where the machine is connected to a computer via Ethernet, wireless LAN, or IEEE 1394 (IP over 1394).

Preparing the Machine

Connecting the Machine

Reference

For information about connection using Ethernet and wireless LAN, see "Confirming the Connection", *Network Guide*.

For information about connection using Bluetooth™, see the manual that comes with the optional Bluetooth interface unit.

Requirements

Before using this machine, make sure all environmental and electrical requirements are met. Connect the machine to the host computer using the USB port, network interface unit, or both.

Make sure all cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are at hand.

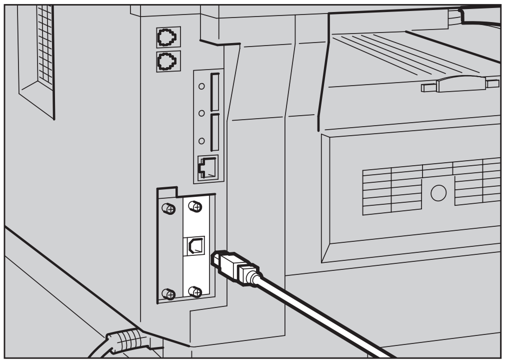
Connecting the Machine to the host using a USB cable

You can connect the machine to the host computer using a USB interface cable.

This machine does not come with a USB interface cable. Make sure you purchase the appropriate cable for the machine and your computer.

Follow the procedure below to connect the machine to the host computer using a USB interface cable.

1 Connect the USB 2.0 interface cable to the USB port on the right side of the machine's back cover.



2 Connect the other end to the USB port on the host computer.

The machine and computer are now connected. The printer driver must be installed next. For details about how to install the printer driver, see p.13 “Installing the Software”.

Note

❒ The USB 2.0 interface is supported by Windows 98 SE/Me, Windows 2000/XP, Mac OS 9.x, and Mac OS X.

- For Windows 98 SE/Me: Make sure to install “USB Printing Support”. If USB 2.0 is used with Windows 98 SE/Me, only a speed equal to that of USB 1.1 is possible.
- For Macintosh: Macintosh supports only USB 1.1. If USB 2.0 is used with a Macintosh, only a speed equal to that of USB 1.1 is possible.

Connecting the Machine to the host using the parallel cable/IEEE 1394 (SCSI print) cable

Connect the machine to the host computer using the optional IEEE 1284 interface board or optional IEEE 1394 interface board. This machine does not come with a parallel cable to connect the machine to the host computer.

The machine's parallel interface is a standard bidirectional interface. It requires an IEEE 1284 compliant Micro Centronics 36 Pin Cable and a parallel port on the host computer. Make sure you purchase the appropriate cable for the machine and your computer.

Note

- ❒ Do not use a parallel cable that is longer than 3 meters (10 feet).
- ❒ Rating voltage of the interface connector: Max. DC 5V

Follow the procedure below to connect the machine to the host computer.

Important

- ❒ Before connecting the machine to a computer using a parallel interface cable, make sure the machine is idle, and then turn off both machine and computer.
- ❒ Be sure to use a specified interface cable. Other cables may cause radio interference.

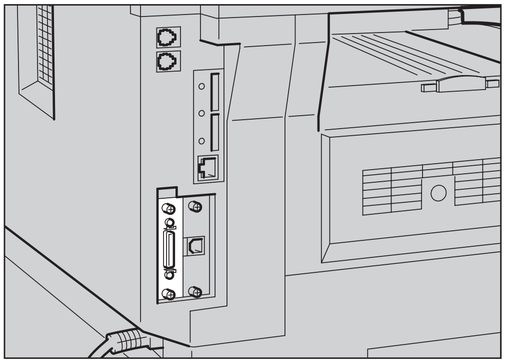
1 Turn off the main power switches of the machine and computer.

Important

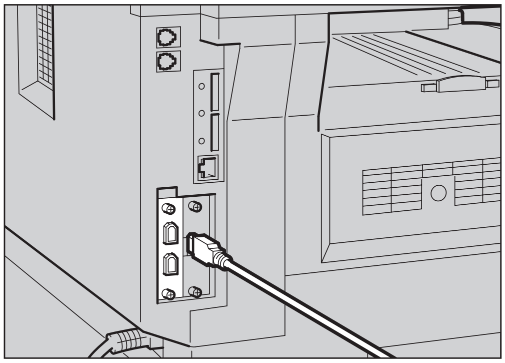
- ❒ Before turning off the main power switch, see “Turning Off the Power”, *Copy Reference*.

2 Plug the cable into the connector on the machine’s interface.

❖ Parallel Connection



❖ IEEE 1394 (SCSI print) Connection



3 Plug the other end of the cable into the connector on the computer’s interface.

4 Turn on the machine's main power switch.

5 Turn on the computer.

Note

- ❒ When using Windows 95/98 SE/Me/2000/XP or Windows Server 2003, a printer driver installation screen might appear when the computer is turned on. If this happens, click **[Cancel]** on the screen. For more information, see p.13 “Auto Run”.

The machine and computer are now connected. The printer driver must be installed next. For information about how to install the printer driver, see p.13 “Installing the Software”.

Setting Paper on the Bypass Tray

This section gives instructions for setting paper on the bypass tray. Use the bypass tray to print onto OHP transparencies, labels, thick paper, and envelopes that cannot be loaded in the paper tray.

Reference

For details about setting paper in the paper tray, see *General Settings Guide*.

Note

- ❒ When loading letterhead paper, pay attention to its orientation. See "Orientation-Fixed Paper or Two-Sided Paper", *Copy Reference*.
- ❒ Paper within the following dimensions can be set in the bypass tray:
  - Vertical: 90.0-216.0 mm (3.54 in.-8.50 in.)
  - Horizontal: 139.0-600.0 mm (5.47 in.-23.62 in.)
- ❒ Be sure to set the paper with the side you want to print facing down in the bypass tray.
- ❒ When loading OHP transparencies or thick paper in the bypass tray, make the paper setting using the control panel or printer driver.
- ❒ The number of sheets that can be loaded in the bypass tray depends on the paper type.

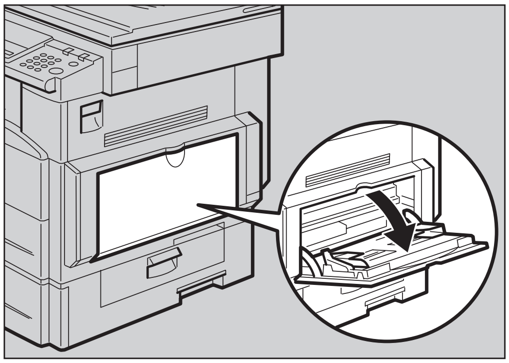
Limitation

- ❒ The following functions are disabled when printing from the bypass tray:
  - Duplex Printing
  - Auto Tray Select
  - Auto Tray Switching

Important

- ❒ When printing using the printer function, original images are always rotated by 180 degrees (the orientation of images to be printed is opposite to that of the copier function). When printing onto paper with specific orientation requirements, such as envelopes and letterheads, make sure to rotate the paper feed orientation to 180 degrees.
- ❒ Be sure to set the paper size using the printer driver when printing data from the computer. The paper size set using the printer driver has priority over the one set using the control panel.

1 Open the bypass tray.



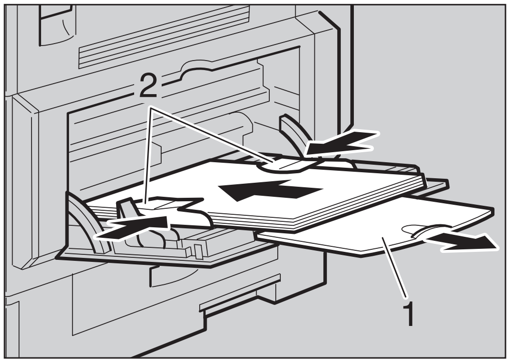
ABW019S1

2 Adjust the paper guides to the paper size.

Important

- ❒ If the paper guides are not flush against the paper, skewed images or paper misfeeds might occur.

3 **Gently insert paper face down into the bypass tray.**



1. **Extender**
2. **Paper guides**

Note

- ❒ Do not stack paper over the limit mark, otherwise a skewed image or misfeeds might occur.
- ❒ Open out the extender to support paper sizes larger than A4 ▭, 8$^{1}/_{2}$"×11" ▭.
- ❒ Fan the paper to get air between the sheets to avoid a multi-sheet feed.
- ❒ When setting an OHP transparency, make sure that its front and back sides are properly positioned.
- ❒ Select paper type when printing onto OHP transparencies or thick paper (over 105g/m^2). For details, see p.11 "Setting thick paper or OHP transparencies".
- ❒ Select paper type when printing onto envelopes. For details, see p.12 "Setting envelopes".

4 **Select the paper size.**

Note

- ❒ You can set paper size using the printer driver. The following procedures are not necessary when setting paper size using the printer driver.
- ❒ The paper size set using the printer driver has priority over that set using the control panel.
- ❒ When the printer driver is not used, make settings using the control panel.

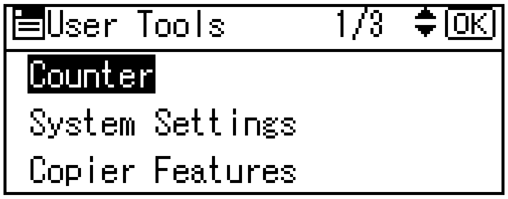
Reference

For printer driver settings, see the printer driver Help.

For details about setting custom sizes, see p.10 "Setting custom size paper".

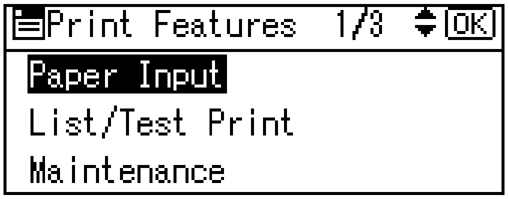
❶ **Press the 【User Tools/Counter】 key.**

❷ **Select [Printer Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



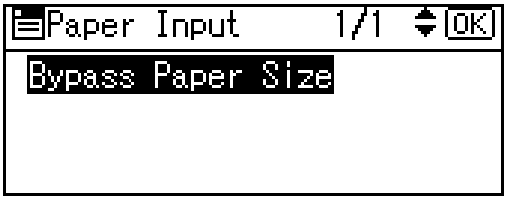
User Tools 1/3 ⬍[OK]
Counter
System Settings
Copier Features

❸ **Select [Paper Input] using 【▲】 or 【▼】, and then press the 【OK】 key.**

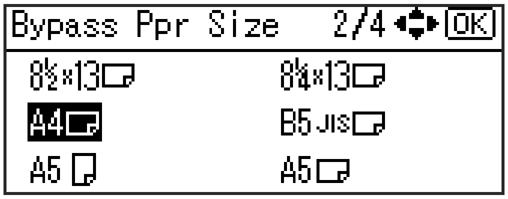


Print Features 1/3 ⬍[OK]
Paper Input
List/Test Print
Maintenance

❹ Select **[Bypass Paper Size]**, and then press the 【OK】 key.


Paper Input 1/1 OK
Bypass Paper Size

❺ Select the paper size using 【▲】 or 【▼】, and then press the 【OK】 key.


Bypass Ppr Size 2/4 OK
8½×13
8¼×13
A4
B5 JIS
A5
A5

Note

- ❒ When printing onto thick paper or OHP transparencies, select the paper type. For details, see p.11 "Setting thick paper or OHP transparencies".

❻ Press the 【User Tools/Counter】 key.

Setting custom size paper

Note

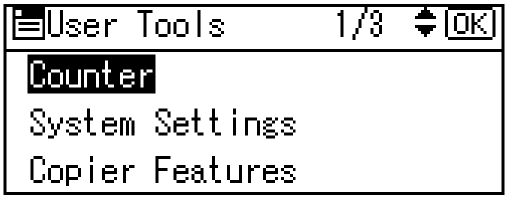
- ❒ Custom sizes can also be set using the printer driver. The following procedures are not necessary when setting custom sizes using the printer driver.
- ❒ Custom size settings set using the printer driver have priority over those set using the machine's control panel.
- ❒ When the printer driver is not used, make settings using the control panel.

Reference

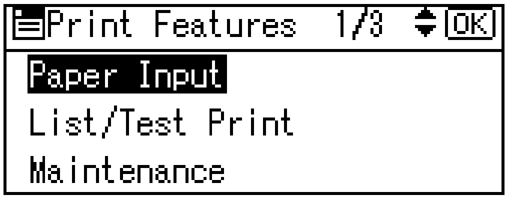
For printer driver settings, see the printer driver Help.

1 Press the 【User Tools/Counter】 key.

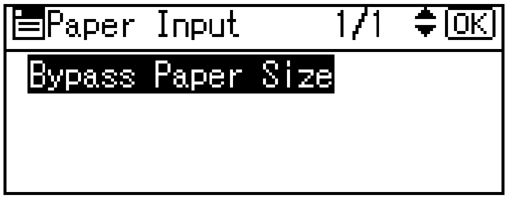
2 Select **[Printer Features]** using 【▲】 or 【▼】, and then press the 【OK】 key.


User Tools 1/3 OK
Counter
System Settings
Copier Features

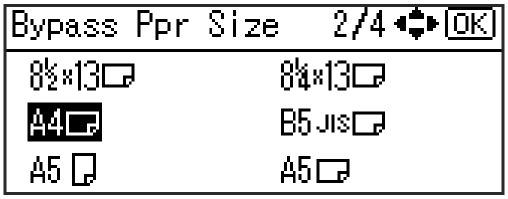
3 Select **[Paper Input]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Print Features 1/3 OK
Paper Input
List/Test Print
Maintenance

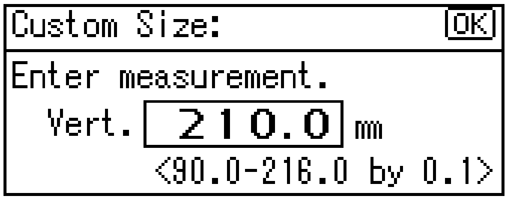
4 Select **[Bypass Paper Size]**, and then press the 【OK】 key.


Paper Input 1/1 OK
Bypass Paper Size

5 Select **[Custom Size]** using 【▲】 or 【▼】, and then press the 【OK】 key.

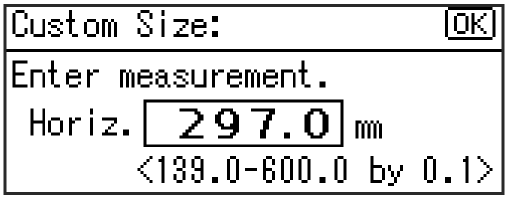

Bypass Ppr Size 2/4 OK
8½×13
8¼×13
A4
B5 JIS
A5
A5

6 Enter the vertical size of the paper using the number keys, and then press the 【OK】 key.


Custom Size: OK

Enter measurement.
Vert. 210.0 mm
<90.0-216.0 by 0.1>

7 **Enter the horizontal size of the paper using the number keys, and then press the 【OK】 key.**



Custom Size: OK

Enter measurement.

Horiz. 297.0 mm

<139.0-600.0 by 0.1>

8 **Press the 【User Tools/Counter】 key.**

Setting thick paper or OHP transparencies

Note

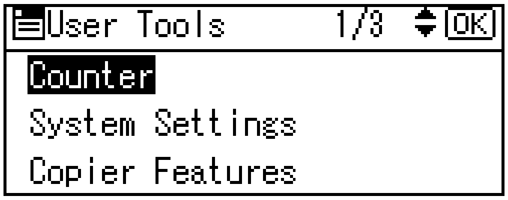
- ❒ Paper settings can also be set using the printer driver. The following procedures are not necessary when setting paper sizes using the printer driver.
- ❒ Paper size settings set using the printer driver have priority over those set using the machine's control panel.
- ❒ When the printer driver is not used, make settings using the control panel.

Reference

For printer driver settings, see the printer driver Help.

1 **Press the 【User Tools/Counter】 key.**

2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



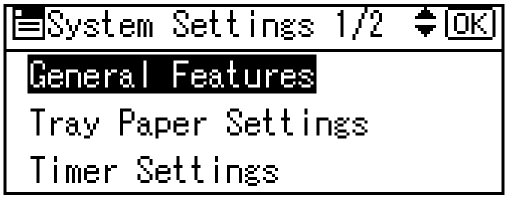
User Tools 1/3 ⬍ OK

Counter

System Settings

Copier Features

3 **Select [Tray Paper Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



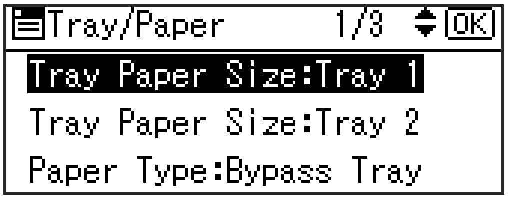
System Settings 1/2 ⬍ OK

General Features

Tray Paper Settings

Timer Settings

4 **Select [Paper Type:Bypass Tray] using 【▲】 or 【▼】, and then press the 【OK】 key.**



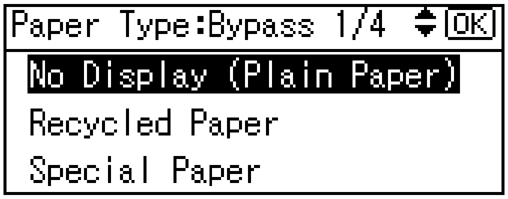
Tray/Paper 1/3 ⬍ OK

Tray Paper Size:Tray 1

Tray Paper Size:Tray 2

Paper Type:Bypass Tray

5 **Select [OHP (Transparency)] or [Thick Paper] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Paper Type:Bypass 1/4 ⬍ OK

No Display (Plain Paper)

Recycled Paper

Special Paper

6 **Press the 【User Tools/Counter】 key.**

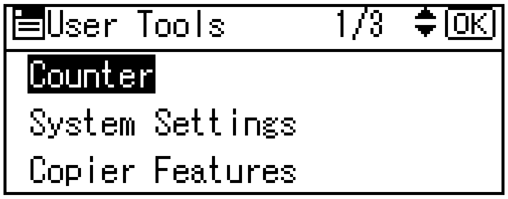
Note

- ❒ Settings made remain valid until they are reset again. After printing on OHP transparencies or thick paper, make sure you clear settings for the next user.

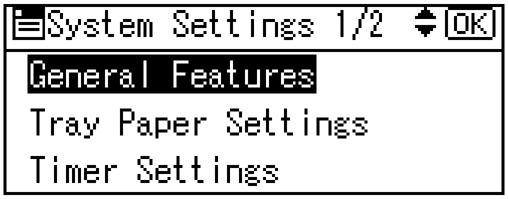
Setting envelopes

1. Press the **【User Tools/Counter】** key.

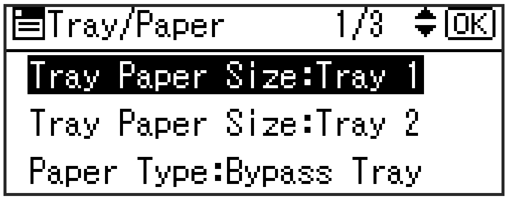
2. Select **[System Settings]** using **【▲】** or **【▼】**, and then press the **【OK】** key.


User Tools 1/3 OK
Counter
System Settings
Copier Features

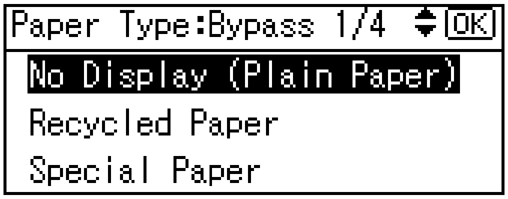
3. Select **[Tray Paper Settings]** using **【▲】** or **【▼】**, and then press the **【OK】** key.


System Settings 1/2 OK
General Features
Tray Paper Settings
Timer Settings

4. Select **[Paper Type:Bypass Tray]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

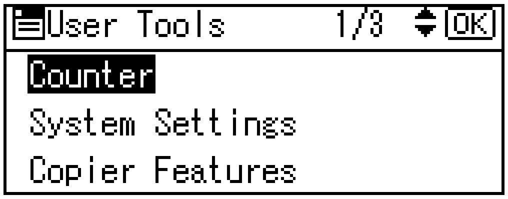

Tray/Paper 1/3 OK
Tray Paper Size:Tray 1
Tray Paper Size:Tray 2
Paper Type:Bypass Tray

5. Select **[Thick Paper]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

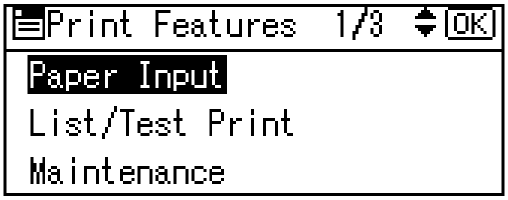

Paper Type:Bypass 1/4 OK
No Display (Plain Paper)
Recycled Paper
Special Paper

6. Press the **【Cancel】** key twice to return to the User Tools main menu.

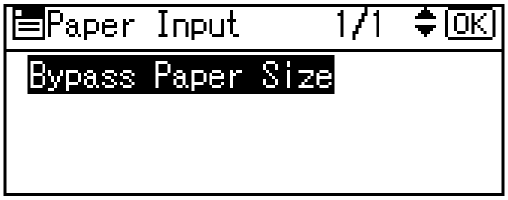
7. Select **[Printer Features]** using **【▲】** or **【▼】**, and then press the **【OK】** key.


User Tools 1/3 OK
Counter
System Settings
Copier Features

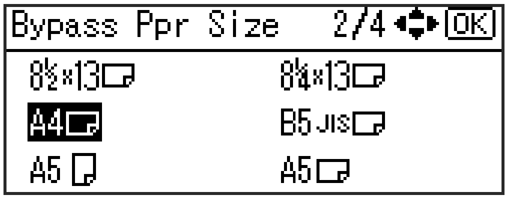
8. Select **[Paper Input]** using **【▲】** or **【▼】**, and then press the **【OK】** key.


Print Features 1/3 OK
Paper Input
List/Test Print
Maintenance

9. Select **[Bypass Paper Size]**, and then press the **【OK】** key.


Paper Input 1/1 OK
Bypass Paper Size

10. Select the paper envelope size from **[C6 Env]**[**C5 Env**][**DL Env**], and then press the **【OK】** key.


Bypass Ppr Size 2/4 OK
8½×13
8¼×13
A4
B5 JIS
A5
A5

11. Press the **【User Tools/Counter】** key.

Installing the Software

This manual assumes you are familiar with general Windows procedures and practices. If you are not, see the operating instructions that come with Windows for details.

The procedure for installing the printer driver depends on the connection with the computer. With a parallel or Ethernet connection, Quick Install is also available. With a wireless LAN connection, check the machine and computer are communicating properly and then install the printer driver by following the procedure used for an Ethernet connection.

- For details about the parallel/network connection, see p.14 "Quick Install" or p.16 "Installing the PCL 6/5e and RPCS™ Printer Driver".
- For details about the USB connection, see p.30 "Installing the Printer Driver Using USB".
- For details about the IEEE 1394 connection (SCSI print), see p.32 "Installing the Printer Driver Using IEEE 1394".

Auto Run

Inserting the CD-ROM into the CD-ROM drive starts the installer automatically. The installer helps you install the following printer drivers and software easily.

Note

- ❒ If "plug and play" starts, click **[Cancel]** in **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of the Windows 95/98/Me/2000/XP, Windows Server 2003, or Windows NT 4.0.
- ❒ Auto Run might not work automatically with certain operating system settings. If this happens, launch "Setup.exe", located on the CD-ROM root directory.
- ❒ If you want to cancel Auto Run, hold down the **【SHIFT】** key (if your operating system is Windows 2000/XP or Windows Server 2003, hold down the left **【SHIFT】** key) while inserting the CD-ROM. Keep the **【SHIFT】** key held down until the computer has finished accessing the CD-ROM.

Limitation

- ❒ If your operating system is Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, installing software using Auto Run requires Administrator permission. When you install software using Auto Run, log on using an account that has Administrators permission.

The following table shows the printer drivers and software that can be installed using Auto Run:

	Auto Run[*1]		
	Quick Install		Add Printer and Utility Wizard
	Network connection with TCP/IP	Parallel connection	
PCL 6 printer driver	❍	❍	❍
PCL 5e printer driver			❍
RPCS™ printer driver	❍	❍	❍
PostScript 3 printer driver			❍
LAN-Fax Driver			❍
Font Manager 2000			❍
SmartDeviceMonitor for Admin			❍
SmartDeviceMonitor for Client	❍		❍

[*1] Available operating systems are: Windows 95/98/Me, Windows 2000/XP, Windows Server 2003, and Windows NT 4.0. Auto Run is unavailable with Macintosh.

Quick Install

Auto Run will start the installer automatically when you insert the CD-ROM into the CD-ROM drive. By selecting Quick Install, you can easily install the PCL 6 printer driver and the RPCS™ printer driver. SmartDeviceMonitor for Client can also be installed provided the machine and computer are connected via the network.

Preparation

Before starting installation, close all documents and applications.

Limitation

❐ The following conditions are required:

- Windows 95/98/Me/2000/XP, Windows Server 2003, or Windows NT 4.0

For network connections:

- The machine must be connected to the network using an Ethernet cable.
- TCP/IP protocol must be configured.
- The IP address must be assigned to both machine and computer.
- The IEEE 802.11b interface unit is installed and the connection is properly made.
- The IEEE 1394 interface board (IP over 1394) is installed and the connection is properly made.

For parallel connections:

- The machine must be connected to the computer using a parallel cable.
- Bidirectional transmission must be enabled.

Important

- ❒ If your system is Windows NT 4.0, we recommend that you upgrade the Windows NT 4.0 operating system to Service Pack 4 or later before installing the PCL 6/5e or RPCS™ printer drivers. Contact your Windows retailer for more information about latest versions.

Note

- ❒ When the machine is connected to the computer using the USB 2.0 interface or the IEEE 1394 interface, Quick Install cannot be used. See p.30 "Installing the Printer Driver Using USB", p.32 "Installing the Printer Driver Using IEEE 1394".

1 Quit all applications running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language for the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Russian (Russian), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

4 Click [Quick Install].

The software license agreement appears in the **[License Agreement]** dialog box.

5 After reading through the agreement, click [I accept the agreement] to agree, and then click [Next].

6 Click the machine model you are using when the [Select Printer] dialog box appears.

Note

- ❒ For TCP/IP network connection, select the machine whose IP address is displayed in the **[Connect To]** column.
- ❒ For parallel connection, select the machine whose printer port is displayed in the **[Connect To]** column.

7 Click [Install].

8 Follow the instructions on the screen.

A message prompting you to restart your computer may appear. To complete installation, restart your computer.

Important

- ❒ If the machine has options installed, you should make settings for them using the printer driver. See p.20 "Setting Up Options - PCL 6/5e and RPCS".

Note

- ❒ If you want to change the printer name, follow the procedure below:
  - **Windows 95/98/Me, Windows 2000, and Windows NT 4.0**
    On the **[Start]** menu, point to **[Settings]**, and then click **[Printers]**. The **[Printers]** window appears. Right-click the machine icon, and then click **[Rename]**.

- **Windows XP Professional and Windows Server 2003**
  On the **[Start]** menu, click **[Printers and Faxes]**. The **[Printers and Faxes]** window appears. Right-click the machine icon, and then click **[Rename]**.
- **Windows XP Home Edition**
  On the **[Start]** menu, click**[Control Panel]**. Click **[Printers and Other Hardware]**, and then click **[Printers and Faxes]**. The **[Printers and Faxes]** window appears. Right-click the machine icon, and then click **[Rename]**.

Installing the PCL 6/5e and RPCS™ Printer Driver

This section gives basic instructions for installing the PCL 6/5e printer driver and RPCS™ printer driver without using Quick Install. Follow the procedures below, as appropriate.

Reference

See p.14 “Quick Install” to install the PCL 6 printer driver or RPCS™ printer driver using Quick Install.

Limitation

❒ If your operating system is Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, installing a printer driver using Auto Run requires Administrator permission. When you install a printer driver using Auto Run, log on using an account that has Administrator permission.

Important

❒ If your operating system is Windows NT 4.0, we recommend that you upgrade the Windows NT 4.0 operating system to Service Pack 4 or later before installing the printer drivers. Contact your Windows retailer for more information about latest versions.

Note

❒ If you want to share the machine on a Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 platform, use the **[Sharing]** tab in the printer properties dialog box to specify the additional driver (alternate driver). For details, see the operating instructions that come with Windows 2000/XP, Windows Server 2003, or Windows NT 4.0.

❒ When prompted for the additional driver (alternate driver) location, select the following folders on the CD-ROM:

- **Windows 95/98/Me**
  PCL 6: \DRIVERS\PCL6\WIN9X_ME\(Language)\DISK1\
  PCL 5e: \DRIVERS\PCL5E\WIN9X_ME\(Language)\DISK1\
  RPCS™: \DRIVERS\RPCS\WIN9X_ME\(Language)\DISK1\
- **Windows 2000/XP and Windows Server 2003**
  PCL 6: \DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1\
  PCL 5e: \DRIVERS\PCL5E\WIN2K_XP\(Language)\DISK1\
  RPCS™: \DRIVERS\RPCS\WIN2K_XP\(Language)\DISK1\

- **Windows NT 4.0**
  PCL 6: \DRIVERS\PCL6\NT4\(Language)\DISK1\
  PCL 5e: \DRIVERS\PCL5E\NT4\(Language)\DISK1\
  RPCS™: \DRIVERS\RPCS\NT4\(Language)\DISK1\

1 Quit all applications running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language for the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Russian (Russian), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

4 Click [PCL/RPCS Printer Drivers].

The software license agreement appears in the **[License Agreement]** dialog box.

5 After reading through the agreement, click [I accept the agreement] to agree, and then click [Next].

6 Select the printer drivers you want to install when the [Select Program] dialog box appears, and then click [Next].

7 Select the model of the machine you are using.

To change the printer name, change it in the **[Change settings for 'Printer Name']** box.

8 Double-click the machine name to display the printer settings.

9 Select SmartDeviceMonitor.

SmartDeviceMonitor

---

❶ Click [Port:], and then click [Add].

❷ Click [SmartDeviceMonitor], and then click [OK].

❸ Select the machine you want to use.

❖ TCP/IP

① Click **[TCP/IP]**, and then click **[Search]**.
Available machines will be listed.

② Select the machine you want to use, and then click **[OK]**.

Note

❒ Machines that respond to an IP broadcast from the computer will be displayed. To print to a machine not listed here, click **[Specify Address]**, and then enter the IP address or host name.

❒ Part of the printer's IP address is used for the port name. Under Windows 95/98/Me, avoid using an address that is partially similar to one already in use. For example , if “192.168.0.2” is already used, “192.168.0.2xx” cannot be used. Similarly, if “192.168.0.20” is already used, “192.168.0.2” cannot be used.

❖ NetBEUI

① Click **[NetBEUI]**, and then click **[Search]**.
A list of machines that can be used with NetBEUI appears.

② Select the machine you want to use, and then click **[OK]**.

Note

- ❒ NetBEUI cannot be used under Windows XP or Windows Server 2003.
- ❒ Machines that respond to a broadcast from the computer will be displayed. To print to a machine not listed here, click **[Specify Address]**, and then enter the NetBEUI address. Confirm the NetBEUI address on the network is on the configuration page. For more information about printing the configuration page, see "Printer Features Parameters", *Printer Reference 2*. The NetBEUI address appears as “\\RNPxxxx\xxx” on the configuration page. Enter the machine's network path name in the form of "%%Computer name\Share name". Do not enter "\\" but "%%" as head characters.
- ❒ You cannot print to machines beyond routers.

❖ IPP

① Click **[IPP]**.
The IPP setting dialog box appears.

② To specify the IP address of the machine, enter "http://machine's-ip-address/printer" or "ipp://machine's-ip-address/printer" in the **[Printer URL]** box.
(Example: IP address is 192.168.15.16)

```
http://192.168.15.16
/printer
ipp://192.168.15.16
/printer
```

③ If necessary, enter the names to distinguish the machine in the **[IPP Port Name]** box. Enter a different name to those of any existing port name.
If you do not do this, the address entered in the **[Printer URL]** box will be set as the IPP port name.

④ If a proxy server and IPP user name are used, click **[Detailed Settings]**, and then configure the necessary settings.

Note

- ❒ For more information about these settings, see SmartDeviceMonitor for Client Help.

⑤ Click **[OK]**.

10 Make sure the location for the selected machine appears after [Port:].

11 Configure the user code and default printer as necessary.

❖ **User Code**

User codes are eight digit codes that allow you to keep track of printing done under each code. To use this feature, the network administrator should assign user codes and inform users of them before they install the printer driver.

Use the following methods to enter a user code for registration:

- For the PCL 6/5e or PostScript 3 printer drivers, enter the user code on the **[Statistics]** tab in the printer properties dialog box.
- For the RPCS™ printer driver, click the **[Printer Configuration]** button on the **[Print Settings]** tab in the printer properties dialog box. Click the **[User Code]** button. A dialog box appears. Enter the user code in the dialog box.

Note

❒ When using the RPCS™ printer driver on Windows 95/98/Me, the user code cannot be changed once it is entered. To change an entered user code, uninstall the printer driver, reinstall it, and then enter a new user code.

Reference

For more information about user codes, see "User Code (MFP)", *General Settings Guide*.

❖ **Default Printer**

Select the **[Default Printer]** check box to set the printer as the default printer.

12 Click [Continue] to start printer driver installation.

13 Follow the instructions on the screen.

Changing port settings

Follow these steps to change SmartDeviceMonitor for Client settings, such as the proxy server settings or IPP URL.

Note

❒ There are no settings for NetBEUI.

1 In the [Printers] window, click the icon of the machine you want to use. On the [File] menu, click [Properties].

Note

❒ Under Windows XP and Windows Server 2003, click the icon of the machine you want to use in the **[Printers and Faxes]** window.

2 Click the [Details] tab, and then click [Port Settings].

The **[Port Settings]** dialog box appears.

Note

❒ Under Windows 2000/XP, Windows Server 2003, and Windows NT 4.0, click the **[Ports]** tab, and then click **[Configure Port]**. The **[Port Configuration]** dialog box appears.

- For TCP/IP, you can configure Timeout Settings.

Note

- ❒ If you cannot set the items on the **[Recovery/Parallel Printing]** tab, follow the procedure below.
  - ① Click **[Cancel]** to close the **[Port Settings]** dialog box.
  - ② Start SmartDeviceMonitor for Client, and then right-click the SmartDeviceMonitor for Client icon on the taskbar.
  - ③ Click **[Extended Features Settings]**, and then select the **[Set Recovery/Parallel Printing for each port]** check box.
  - ④ Click **[OK]** to close the **[Extended Features Settings]** dialog box.

- For IPP, you can configure IPP User Settings, Proxy Settings and Timeout Settings.

Note

- ❒ For more information about these settings, see SmartDeviceMonitor for Client Help.

Setting Up Options - PCL 6/5e and RPCS

If the machine has options installed, you should set the options using the printer driver.

Limitation

- ❒ Under Windows 2000/XP and Windows Server 2003, changing printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.
- ❒ Under Windows NT 4.0, changing printer settings requires Full Control permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

When setting up options, you should access the printer properties dialog box from Windows. You cannot set up options by accessing the printer properties dialog box from an application.

PCL 6/5e printer driver

1 On the [Start] menu, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

Note

- ❒ If using Windows XP Professional or Windows Server 2003, click the **[Printers and Faxes]** window on the **[Start]** menu.
- ❒ If using Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking the **[Start]** button on the taskbar, click **[Control Panel]**, click **[Printers and Other Hardware]**, and then click **[Printers and Faxes]**.

2 Click the icon of the machine you want to use.

3 On the [File] menu, click [Properties].

The printer properties dialog box appears.

4 Click the [Accessories] tab.

5 Select the options installed in the [Options] area.

6 Click [OK].

RPCS™ printer driver

1. **On the [Start] menu, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.

   Note

   - If using Windows XP Professional or Windows Server 2003, click the **[Printers and Faxes]** window on the **[Start]** menu.
   - If using Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking the **[Start]** button on the taskbar, click **[Control Panel]**, click **[Printers and Other Hardware]**, and then click **[Printers and Faxes]**.

2. **Click the icon of the machine you want to use.**

3. **On the [File] menu, click [Properties].**

   The printer properties dialog box appears.

   Note

   - If the following message appears “Configure installed accessories in the **[Accessories]** tab of **[Printer Configuration]**, which will open next.”, click **[OK]**, and then proceed to step **5**.

4. **Click the [Change Accessories] tab.**

   Note

   - In Windows 95/98/Me, click **[Printer Configuration]** on the **[Print Settings]** tab, and then click **[Change Accessories]**.

5. **Select the options installed in the [Select printer options:] list.**

6. **Click [OK].**

7. **Click [OK], and then close the printer properties dialog box.**

Installing the PostScript 3 Printer Driver

This section gives basic instructions for installing the PostScript 3 printer driver. Actual procedures may differ depending on the operating system. Follow the procedures below, as appropriate.

Reference

To use the PostScript 3 printer driver, see *PostScript 3 Operating Instructions Supplement* for details.

Windows 95/98/Me - Installing the PostScript 3 printer driver

1. **Quit all applications running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   Auto Run will start the installer.

3. **Select a language for the interface language, and then click [OK].**

   The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Russian (Russian), Suomi (Finnish), Svenska (Swedish)

   The default interface language is English.

Note

- ❒ The printer driver with the selected language will be installed.
- ❒ The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues, Suomi, and Russian.

4 **Click [PostScript 3 Printer Driver].**

Add Printer Wizard starts.

5 **Click [Next].**

6 **Click [Local Printer], and then click [Next].**

A dialog box for selecting the printer appears.

7 **Select the model of the machine you are using, and then click [Next].**

8 **In the [Available ports:] box, click [Printer Port], and then click [Next].**

9 **Change the name of the machine if you want to, and then click [Next].**

Note

- ❒ Click **[Yes]** if you want to set the machine as the default printer.

10 **Follow the instructions on the screen.**

Windows 95/98/Me - Setting up options

If the machine has options installed, you should make settings for them using the printer driver.

1 **On the [Start] menu, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

2 **Click the icon of the machine you want to use.**

3 **On the [File] menu, click [Properties].**

The printer properties dialog box appears.

4 **Click the [Accessories] tab.**

5 **Select the options you have installed in the [Options] area.**

6 **Click [OK].**

Windows 2000/XP and Windows Server 2003 - Installing the PostScript 3 printer driver

Limitation

- ❒ Installing a printer driver requires Administrator permission. When you install a printer driver, log on using an account that has Administrator permission.

Note

- ❒ If you want to share the machine on a Windows 2000/XP or Windows Server 2003 platform, use the **[Sharing]** tab in the printer properties dialog box to specify the additional driver (alternate driver). For details, see the operating instructions that come with Windows 2000/XP and Windows Server 2003.
- ❒ When prompted for the additional driver (alternate driver) location, select the following folders on the CD-ROM:
  - **Windows 95/98/Me:** \DRIVERS\PS\WIN9X_ME\(Language)\DISK1\
  - **Windows NT 4.0:** \DRIVERS\PS\NT4\(Language)\DISK1\

1 **Quit all applications that are running.**

2 **Insert the CD-ROM into the CD-ROM drive.**

Auto Run will start the installer.

3 **Select a language for the interface language, and then click [OK].**

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Russian (Russian), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

Note

- ❒ The printer driver with the selected language will be installed.
- ❒ The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues, Suomi, and Russian.

4 **Click [PostScript 3 Printer Driver].**

Add Printer Wizard starts.

5 **Click [Next].**

6 **Click [Local Printer], and then click [Next].**

Note

- ❒ If using Windows XP or Windows Server 2003, click **[Local printer attached to this computer]**, and then click **[Next]**.

A dialog box for selecting the printer port appears.

7 **Select the check box of the port you want to use, and then click [Next].**

A dialog box for selecting the printer appears.

8 **Select the model of the machine you are using, and then click [Next].**

9 **Change the name of the machine if you want to, and then click [Next].**

Note

- ❒ Click **[Yes]** if you want to set the machine as the default printer.

10 **Select whether or not you want to share the machine, and then click [Next].**

Reference

See *Network Guide* for information about setting up and using the machine in a network environment.

11 **Follow the instructions on the screen.**

Windows 2000/XP and Windows Server 2003 - Setting up options

If the machine has options installed, you should make settings for them using the printer driver.

Limitation

- ❒ Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 On the [Start] menu, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

Note

- ❒ In Windows XP Professional or Windows Server 2003, click the **[Printers and Faxes]** window on the **[Start]** menu.
- ❒ In Windows XP Home Edition, access the **[Printers and Faxes]** window by clicking the **[Start]** button on the taskbar, click **[Control Panel]**, **[Printers and Other Hardware]**, and then click **[Printers and Faxes]**.

2 Click the icon of the machine you want to use.

3 On the [File] menu, click [Properties].

The printer properties dialog box appears.

4 Click the [Device Settings] tab.

5 Select the options you have installed under [Installable Options].

6 Click [OK].

Windows NT 4.0 - Installing the PostScript 3 printer driver

Limitation

- ❒ Installing a printer driver requires Administrator permission. When you install a printer driver, log on using an account that has Administrator permission.

Important

- ❒ The CD-ROM containing Windows NT Server operating system version 4.0, or the Windows NT Workstation operating system is required to install the printer driver.
- ❒ We recommend that you upgrade Windows NT 4.0 operating system to Service Pack 6 or later before installing the printer driver. Contact your Windows retailer for more information about latest versions.

Note

- ❒ If you want to share the machine on a Windows NT 4.0 platform, use the **[Sharing]** tab in the printer properties dialog box to specify the additional driver (alternate driver). For details, see the operating instructions that come with Windows NT 4.0.
- ❒ When prompted for the additional driver (alternate driver) location, select the following folders on the CD-ROM:
  - **Windows 95/98/Me:**
    \DRIVERS\PS\WIN9X_ME
    \(Language)\DISK1\

1 Quit all applications running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language for the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Russian (Russian), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

Note

- ❒ The printer driver with the selected language will be installed.
- ❒ The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues, Suomi, and Russian.

4 Click [PostScript 3 Printer Driver].

Add Printer Wizard starts.

5 Confirm that the [My Computer] option is selected, and then click [Next].

A dialog box for selecting the printer port appears.

6 Select the check box of the port you want to use, and then click [Next].

A dialog box for selecting the printer appears.

7 Select the model of the machine you are using, and then click [Next].

8 Change the name of the machine if you want to, and then click [Next].

Note

- ❒ Click **[Yes]** if you want to set the machine as the default printer.

9 Select whether or not you want to share the machine, and then click [Next].

Reference

See *Network Guide* for information about setting up and using the machine in a network environment.

10 Follow the instructions on the screen.

Windows NT 4.0 - Setting up options

If the machine has options installed, you should make settings for them using the printer driver.

Limitation

- ❒ Changing printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 On the [Start] menu, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click the icon of the machine you want to use.

3 On the [File] menu, click [Properties].

The printer properties dialog box appears.

4 Click the [Device Settings] tab.

5 Select the options you have installed under [Installable Options].

6 Click [OK].

Bidirectional transmission

When bidirectional transmission is enabled, information such as paper size and feed orientation is automatically sent to the computer. You can also check machine status from your computer.

- Bidirectional transmission is supported under Windows 95/98/Me/2000/XP, Windows Server 2003, and Windows NT 4.0.

- When bidirectional transmission is running, machine status and information can be viewed by opening the printer driver screen.

To support bidirectional transmission, the following conditions are required:

❖ When connecting with USB 2.0

- The port on the USB 2.0 interface and the USB port on the computer are connected using a USB interface cable (Windows 98 SE/Me/2000/XP, Windows Server 2003).

Note

❒ In Windows 98 SE/Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings]** on the **[Details]** tab in RPCS™ printer driver.

❒ In Windows 2000/XP or Windows Server 2003, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Ports]** tab in RPCS™ printer driver.

❖ When connecting with the network

- The machine must be set to bidirectional transmission.
- SmartDeviceMonitor for Client included on the CD-ROM must be installed.

One of the following conditions must also be satisfied as well as the two requirements mentioned above:

- The port for SmartDeviceMonitor and TCP/IP must be used.
- The standard TCP/IP port is used without changing the port name (Windows 2000/XP, Windows Server 2003).
- The IP address specified in the Microsoft TCP/IP Print is used (Windows NT 4.0).
- The IP address is included in port name, if using IPP protocol.

Note

❒ In Windows 95/98/Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings]** on the **[Details]** tab in RPCS™ printer driver.

❒ In Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Ports]** tab in RPCS™ printer driver.

❖ When connecting with IEEE 1394

- The port on the optional IEEE 1394 interface board and the IEEE 1394 port on the computer are connected using an interface cable (Windows Me/2000/XP, Windows Server 2003).

Note

❒ **[SCSI print (SBP-2)]** must be set to Active and **[Bidirectional SCSI print]** must be set to ON in **[IEEE 1394]** on the **[Interface Settings]** tab in the machine's System Settings.

❒ In Windows Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings]** on the **[Details]** tab in RPCS™ printer driver.

❒ In Windows 2000/XP, Windows Server 2003, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Ports]** tab in RPCS™ printer driver.

❖ **When connecting with a parallel cable**

- The computer must support bidirectional transmission.
- The machine must be set to bidirectional transmission.
- The machine parallel port and computer parallel port are connected using a parallel interface cable that supports bidirectional transmission.

Note

❒ In Windows 95/98/Me, **[Enable bi-directional support for this printer]** must be selected in **[Spool Settings]** on the **[Details]** tab in RPCS™ printer driver.

❒ In Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Ports]** tab in RPCS™ printer driver.

Mac OS - Installing the PostScript 3 Printer Driver and Utilities

It is necessary to install a printer driver and a PPD file to print from a Macintosh.

Follow this procedure to install a printer driver and a PPD file on Macintosh running OS 8.6 or later versions up to 9.2, and Mac OS X Classic mode.

Note

❒ For installation under Mac OS X (v10.1.x), see p.29 "Mac OS X - Installing the PostScript 3 Printer Driver".

1 Insert the CD-ROM into the CD-ROM drive.

2 Double-click the CD-ROM icon.

3 Double-click the [Mac OS 8 and 9] folder.

4 Double-click the [PS Driver] folder.

5 Double-click the folder of the language you use.

6 Open [Disk 1], and then double-click the installer icon.

The PostScript 3 printer driver installer window appears.

7 Follow the instructions on the screen.

8 Double-click [Extensions] in [System Folder].

9 Double-click [Printer Descriptions].

10 Double-click the CD-ROM icon on the desktop.

11 Double-click the [Printer Descriptions] folder in the [Mac OS 8 and 9] folder.

12 Double-click [Disk 1] in the folder of the language you use.

13 Drag the PPD file into [Printer Descriptions] in [Extensions] in [System Folder].

14 Restart the Macintosh.

Setting up the PPD file

Preparation

Make sure that the machine is connected to an AppleTalk network before performing the following procedure:

1 On the Apple menu, click [Chooser].

2 Click the [Adobe PS] icon.

3. **In the [Select a PostScript Printer:] list, click the name of the machine you want to use.**

4. **Click [Setup].**

5. **Click [Select PPD...].**

6. **Click the printer description file you want to use, and then click [Select].**

7. **Click [OK].**

   The PPD file is set up, and the **[Adobe PS]** icon appears at the left of the machine name in the list. Next, follow the procedure on p.28 "Setting up options" to make the option settings, or close the **[Chooser]** dialog box.

Setting up options

1. **On the Apple menu, click [Chooser].**

2. **Click the [Adobe PS] icon.**

3. **In the [Select a PostScript Printer:] list, click the name of the machine you want to use, and then click [Setup].**

4. **Click [Configure].**

   A list of options appears.

5. **Select the option you want to set up, and then select the appropriate setting for it.**

   Note

   ❒ If the option you want to set up is not displayed, the PPD file might not be set up correctly. Check the name of the PPD file shown in the dialog box.

6. **Click [OK].**

   The list of options closes.

7. **Click [OK].**

8. **Close the [Chooser] dialog box.**

Installing Adobe Type Manager (ATM)

Note

❒ Quit all applications running before installation. Install after restarting.

1. **Start the Macintosh.**

2. **Insert the CD-ROM into the CD-ROM drive.**

3. **Double-click the CD-ROM icon.**

4. **Double-click the [Mac OS 8 and 9] folder.**

5. **Double-click the [ATM] folder.**

6. **Double-click the [ATM 4.6.2 installer] icon.**

7. **Follow the instructions on screen.**

8. **Restart the Macintosh.**

   Note

   ❒ Make sure to restart the computer. **[ATM]** will be completely installed only after restarting.

9. **Select [Control Panel] from the Apple menu, and then click [ATM].**

10. **Open the ATM control panel.**

    Note

    ❒ For more information about installation, see the User's Guide in the ATM folder.

Installing screen fonts

1. **Start the Macintosh.**
2. **Insert the CD-ROM into the CD-ROM drive.**
3. **Double-click the CD-ROM icon.**
4. **Double-click the [Mac OS 8 and 9] folder.**
5. **Double-click the [Fonts] folder.**
6. **Copy the fonts you want to install into the [System] folder.**

   A confirmation dialog box appears.
7. **Click [OK].**

   The fonts are installed.
8. **Restart the Macintosh.**

   Reference

   For information about installing Printer Utility for Mac, see *PostScript 3 Operating Instructions Supplement*.

Mac OS X - Installing the PostScript 3 Printer Driver

It is necessary to install a PPD file to print from a Macintosh. Follow the procedures to install a PPD file on Macintosh running Mac OS X.

Printer driver is included in Mac OS. When printing under Mac OS X v10.1.x, use the printer driver included in Mac OS.

Preparation

You need an administrator name and a password (phrase). For more information, consult your administrator.

1. **Insert the CD-ROM into the CD-ROM drive.**
2. **Double-click the CD-ROM icon.**
3. **Double-click the [Mac OS X] folder.**
4. **Double-click the [Mac OSX PPD Installer] folder, and then double-click the installer icon.**
5. **Follow the instructions on screen.**

Setting up the PPD file

1. **Run [Print Center].**
2. **Click [Add Printer].**

   Note

   - ❒ Select **[AppleTalk]** in the first pop-up menu.
   - ❒ If the zone has been set, select the zone in the second pop-up menu.
3. **Select the PPD file for the model you are using from the [Printer Model:] pop-up menu.**
4. **Click [Add].**

Setting up options

Limitation

- ❒ You can make settings for all printer features, even if the necessary option is not installed, due to Mac OS X Native mode limitations. Check which options are installed in the machine before you print.

Installing the Printer Driver Using USB

This section gives basic instructions for installing printer drivers using USB. The printer drivers can be installed from the CD-ROM that comes with this machine.

Preparation

Make sure that all other applications are closed and the computer is not printing before installation.

Windows 98 SE/Me - Installing the printer driver using USB

The procedure below uses Windows 98 SE as an example. The procedure for Windows Me may be slightly different.

When the USB interface cable is used for the first time, the “plug and play” function starts and **[New Hardware Found]** dialog box appears.

If printer drivers are already installed, “plug and play” appears, and the printer with its port directed to the USB interface cable is added to the **[Printers]** folder.

1 **Click [Next].**

2 **Click [Search for the best driver for your device. {Recommended}.], and then click [Next].**

3 **Select the [Specify a location:] check box, and then click [Browse...].**

The **[Browse for Folder]** dialog box appears.

4 **Insert the CD-ROM provided into the CD-ROM drive.**

Note

- ❒ When Auto Run starts, click **[Exit]**.
- ❒ If you want to disable Auto Run, press **【Shift】** when inserting the CD-ROM into the drive and keep it pressed until the computer completes transmission to the drive.

5 **Select the drive where the printer driver is located according to your operating system, and then click [Next].**

If the CD-ROM drive is D, the folder will be “D:\DRIVERS\USBPRINT\WIN98ME”.

6 **Confirm the printer driver location, and then click [Next].**

USB Printing Support will be installed.

7 **Click [Finish].**

8 **Follow the “plug and play” on the screen to install the printer drivers.**

Note

- ❒ Each printer driver is stored in the following folders on the CD-ROM:
  - **PCL 6:** \DRIVERS\PCL6\WIN9X_ME\(Language)\DISK1
  - **PCL 5e:** \DRIVERS\PCL5E\WIN9X_ME\(Language)\DISK1
  - **RPCS™:** \DRIVERS\RPCS\WIN9X_ME\(Language)\DISK1
  - **PostScript 3:** \DRIVERS\PS\WIN9X_ME\(Language)\DISK1

When installation is complete, the printer with its port directed to “USB00n” appears in the **[Printers]** folder. (“n” is the number of printers connected.)

Windows 2000/XP and Windows Server 2003 - Installing the printer driver using USB

Limitation

❒ Installing a printer driver requires the Administrators permission. When you install a printer driver, log on using an account that has Administrator permission.

When the USB interface cable is used for the first time, the **[Found New Hardware Wizard]** dialog box appears, and Windows 2000/XP's USB Printing Support will be installed automatically.

If the printer driver is already installed, the "plug and play" is displayed, and the printer with its port directed to the USB interface cable is added to the **[Printers]** [*1] folder.

Note

❒ Under Windows XP, even if the printer driver has already been installed, **[Found New Hardware Wizard]** may start when connecting the printer and the computer with the USB interface cable for the first time. If this happens, install the printer driver by following the procedure below:

1 Install the printer driver by referring to the instructions for installation.

Note

❒ Each printer driver is stored in the following folders on the CD-ROM:

- **PCL 6:** \DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1
- **PCL 5e:** \DRIVERS\PCL5E\WIN2K_XP\(Language)\DISK1
- **RPCS™:** \DRIVERS\RPCS\WIN2K_XP\(Language)\DISK1
- **PostScript 3:** \DRIVERS\PS\WIN2K_XP\(Language)\DISK1

When installation is complete, the printer with its port directed to "USB00n" appears in the **[Printers]** [*1] folder. ("n" is the number of printers connected.)

[*1] In Windows XP, the folder is **[Printers and Faxes]**.

Macintosh - Creating a desktop printer icon

When you connect the machine and your computer using USB 2.0, create a Desktop Printer icon.

Limitation

❒ In Mac OS X Native mode, printing is disabled when connected to the machine using USB.

1 Double-click [Desktop Printer Utility] in the [AdobePS Components] folder.

2 Select [AdobePS] in [With:] and [Printer (USB)] in [Create Desktop], and then click [OK].

3 Click [Change] in [USB Printer Selection].

4 Select the model of the machine you are using in [Select a USB Printer:], and then click [OK].

5 Click [Auto Setup] in [PostScript™ Printer Description (PPD) File].

6 Click [Create].

7 Enter the machine name, and then click [Save].

The printer icon appears on the desktop.

8 Close the Desktop Printer Utility.

Installing the Printer Driver Using IEEE 1394

Printing using a SCSI print device with the optional IEEE 1394 interface board is possible under Windows 2000/XP or Windows Server 2003.

Preparation

Make sure that all other applications are closed and the computer is not printing before installation.

Important

- When the printer driver is being installed, do not turn on the power of other printers connected to the same bus, or connect another IEEE 1394 device.
- Before uninstalling the printer driver, be sure to disconnect the IEEE 1394 interface cable from the computer.
- SCSI print must be enabled using the control panel. See "Interface Settings/IEEE 1394", *Network Guide*.
- SCSI print using the optional IEEE 1394 interface board is not supported by Windows 95/98/Me, or Windows NT 4.0. If the “plug and play” function starts, click **[Cancel]** in the **[New Hardware Found]** or **[Device Driver Wizard]** dialog box.

Note

- If **[Found New Hardware Wizard]** appears every time the computer is started or the cable is connected with Windows 2000/XP or Windows Server 2003, when the printer function that uses SCSI print is not installed, disable the device. See p.33 “Disabling the Device” for more information.
- If you send data from your computer when data is being received from another client computer, your data will be printed after completing the print job for the other client computer.
- When the machine is connected to the computer properly via the 1394 interface, the appearance of the icon in the printer window changes.

Windows 2000

Important

- In Windows 2000, the optional IEEE 1394 interface board can only be used with Service Pack 1 or later. If the Service Pack is not installed, the connectable number of devices in an IEEE 1394 bus is only one, and the client cannot access the IEEE 1394 interface board without using an account that has Administrator permission.

1 Connect the machine and computer using the IEEE 1394 interface cable.

The **[Found New Hardware Wizard]** dialog box appears.

2 Click [Next].

“This wizard will complete the installation for this Device: Unknown” appears.

3 Select [Optional search locations:], and then click [Next].

4 When “Locate Driver Files” appears, select the [Optional search locations.] check box and the [Specify a location] check box, and then click [Next].

5 Hold down the left 【SHIFT】 key and insert the CD-ROM into the CD-ROM drive.

Keep the left 【SHIFT】 key held down until the computer has finished accessing the CD-ROM.

If the Auto Run program starts, click **[Cancel]**, and then click **[Exit]**.

6 Click [Browse].

7 Select the printer driver you want to install. Each printer driver is stored in the following folders:

- **PCL 6:** \DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1
- **PCL 5e:** \DRIVERS\PCL5E\WIN2K_XP\(Language)\DISK1
- **RPCS™:** \DRIVERS\RPCS\WIN2K_XP\(Language)\DISK1
- **PostScript 3:** \DRIVERS\PS\WIN2K_XP\(Language)\DISK1

8 Click [Open].

9 Click [OK].

A printer model selection dialog box appears.

10 Follow the instructions on the screen.

Note

❒ When installation is complete, the printer with its port directed to "1394_00n" appears in the **[Printers]** folder. ("n" is the number of printers connected.)

Windows XP and Windows Server 2003

1 Connect the machine and the computer using the IEEE 1394 interface cable.

The **[Found New Hardware Wizard]** dialog box appears.

2 Confirm that "This wizard helps you install software for: (printer name)" is displayed, and click [Install from a list or specific location (Advanced)], and then click [Next].

"Please choose your search and installation option." appears.

3 Select the [Search for the best driver in these locations.] check box, and [Include this location in the search:] check box.

4 Install the printer driver following the same procedure as in steps 5 to 10 for Windows 2000.

Note

❒ When installation is complete, a printer with its port directed to "1394_00n" appears in the **[Printers and Faxes]** folder. ("n" is the number of printers connected.)

Disabling the Device

❖ **If [Add New Hardware Wizard] appears every time you restart the computer using an operating system that does not support SCSI print, or plug in/take out the cable, disable the device with the following procedure:**

- Windows Me
  - ① In the **[Add New Hardware Wizard]** dialog box, confirm that **[Windows has found the following new Hardware: IEEE SBP-2 Device]** is displayed, and click **[Recommended search for a better driver [Recommended]]**, and then click **[Next]**.
  - ② When "Windows was unable to locate the software for this device." appears, click **[Finish]**.

❖ **If you do not want to install the printer when [Found New Hardware Wizard] starts when using an operating system that supports SCSI print, disable the device with the following procedure:**

- Windows 2000
  - ① In the **[Found New Hardware Wizard]** dialog box, click **[Next]**.
  - ② When "This wizard will complete the installation for this Device: Unknown" appears, click **[Search for a suitable driver for my device [recommended]]**, and then click **[Next]**.
  - ③ When "Locate Driver Files" appears, remove all selections from **[Optional search locations.]**, and then click **[Next]**.
  - ④ When "Driver Files Search Results" appears, click **[Disable the device. The Add/Remove Hardware Wizard in the control panel can be used to complete the driver installations.]**, and then click **[Finish]**.
- Windows XP and Windows Server 2003
  - ① In the **[Found New Hardware Wizard]** dialog box, confirm "This wizard helps you install software for: Unknown" is displayed, and click **[Install from a list or specific location (Advanced)]**, and then click **[Next]**.
  - ② When "Please choose your search and installation option." appears, remove all selections from **[Search for the best driver in these locations.]**, and then click **[Next]**.
  - ③ When "The wizard could not find the software on your computer for.." appears, click **[OK]**.
  - ④ When "Cannot Install this Hardware" appears, select the **[Don't prompt again to install the software]** check box, and then click **[Finish]**.

❖ **If [Found New Hardware Wizard] appears every time you restart the computer when using an operating system that does not support IP over 1394, or plug in/take out the cable, disable the device with the following procedure:**

- Windows 2000
  - ① In **[Found New Hardware Wizard]** dialog box, click **[Next]**.
  - ② When "This wizard will complete the installation for this Device:" and "IP over 1394" appear, click **[Search for a suitable driver for my device [recommended]]**, and then click **[Next]**.
  - ③ When "Locate Driver Files" appears, remove all selections from **[Optional search locations.]**, and then click **[Next]**.

④ When "Driver Files Search Results" appears, click **[Disable the device. The Add/Remove Hardware Wizard in the Control Panel can be used to complete the driver installations.]**, and then click **[Finish]**.

Installing SmartDeviceMonitor for Client/Admin

Limitation

- ❒ If your operating system is Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, installing software using Auto Run requires Administrator permission. When you install a printer driver using Auto Run, log on using an account that has Administrator permission.

1 Quit all applications running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language for the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

4 Click [SmartDeviceMonitor for Client/Admin].

The software license agreement appears in the **[License Agreement]** dialog box.

5 After reading through the agreement, click [I accept the agreement] to agree, and then click [Next].

6 Select the program you want to install when the [Select Program] dialog box appears.

7 Follow the instructions on the screen.

Installing Font Manager 2000

Limitation

- ❒ If your operating system is Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, installing software using Auto Run requires Administrator permission. When you install a printer driver using Auto Run, log on using an account that has Administrator permission.

Note

- ❒ Font Manager 2000 English version is provided.

1 Quit all applications running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language for the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Russian (Russian), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.

4 Click [Font Manager 2000].

5 Follow the instructions on the screen.

Using Adobe PageMaker Version 6.0, 6.5, or 7.0

If you use the machine under Windows 95/98/Me, Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 with Adobe PageMaker, you need to copy the PPD file to the PageMaker folder.

The PPD file is the file with the extension ".ppd" in the folder "DRIVERS\PS\WIN9X_ME\(Language)\DISK1\" on the CD-ROM.

The **[WIN9X_ME]** folder, inside the **[PS]** folder is for Windows 95/98/Me. Use the folder at a level appropriate for the operating system you are currently using.

The third folder, "(Language)" may be renamed with an appropriate language name.

Copy the file with extension ".ppd" to the PageMaker folder.

- **For PageMaker 6.0 default installation**
  The directory is "C:\PM6\RSRC\PPD4".
- **For PageMaker 6.5 default installation**
  The directory is "C:\PM65\RSRC\USENGLISH\PPD4".
  "USENGLISH" may vary depending on your language selection.
- **For PageMaker 7.0 default installation**
  The directory is "C:\PM7\RSRC\USENGLISH\PPD4".
  "USENGLISH" may vary depending on your language selection.

Note

❒ When using PageMaker, optional features that can be selected by the printer driver will not be active. The following procedure describes how to activate the optional printer features.

① On the **[File]** menu, click **[Print]**. The **[Print Document]** dialog box appears.

② Make the necessary settings in the **[Features]** box.

Software and Utilities Included on the CD-ROM

There are two CD-ROMs that come with this machine.

- Printer Drivers and Utilities
- Operating Instructions for Printer/Scanner

The CD-ROM labeled "Printer Drivers and Utilities" is mainly used for machine printer functions. In this manual, "CD-ROM" refers to the "Printer Drivers and Utilities" CD-ROM, unless specified otherwise.

Printer Drivers

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM labeled "Printer Drivers and Utilities" that comes with the printer option of this machine.

Printer Language	**PCL 6**	**PCL 5e**	**RPCS ™**	**Post-Script 3**
Windows95 [1]	√	√	√	√ [12]
Windows98 [2]	√	√	√	√ [12]
WindowsMe [3]	√	√	√	√ [12]
Windows 2000 [4]	√	√	√	√ [13]
WindowsXP [5]	√	√	√	√ [13]
Windows Server 2003 [6]	√	√	√	√ [13]
Windows NT 4.0 [7]	√ [10]	√ [10]	√ [10]	√ [11] [12]
Mac OS [8]				√ [12]
Mac OS X [9]				√ [14]

---

[1] Microsoft Windows 95 operating system

[2] Microsoft Windows 98 operating system

[3] Microsoft Windows Millennium Edition

[4] Microsoft Windows 2000 Advanced Server
Microsoft Windows 2000 Server
Microsoft Windows 2000 Professional

[5] Microsoft Windows XP Professional
Microsoft Windows XP Home Edition

[6] Microsoft Windows Server 2003 Standard Edition
Microsoft Windows Server 2003 Enterprise Edition
Microsoft Windows Server 2003 Web Edition

[7] Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

[8] Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

[9] Mac OS X 10.1 or later (Native mode)

[10] Requires Service Pack 4 or later.

[11] Requires Service Pack 6 or later.

[12] The Adobe PostScript 3 printer drivers and PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Printer Drivers and Utilities".

[13] The PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Printer Drivers and Utilities".

[14] The Adobe PostScript Printer Description (PPD) installer is included on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **PCL printer drivers**

Two kinds of PCL printer drivers: PCL 6 and PCL 5e, are included on the CD-ROM that comes with this machine. These drivers allow the computer to communicate with the machine via a printer language. We recommend PCL 6 as your first choice.

Note

- ❒ Some applications may require installation of the PCL 5e printer driver. In this case, you can install PCL 5e without having to install PCL 6.

See p.16 "Installing the PCL 6/5e and RPCS™ Printer Driver"

❖ **RPCS™ printer driver**

The RPCS™ printer drivers are included on the CD-ROM that comes with this machine. This printer driver allows the computer to communicate with the machine via a printer language. The preset type user interface is provided in addition to the usual one.

See p.16 "Installing the PCL 6/5e and RPCS™ Printer Driver" .

❖ **Adobe PostScript 3 printer drivers and PPD files**

The Adobe PostScript 3 printer drivers and the PPD files are included on the CD-ROM that comes with this machine. This printer driver allows the computer to communicate with the printer via a printer language. The PPD files allow the printer driver to enable printer specific functions.

See p.21 "Installing the PostScript 3 Printer Driver" .

❖ **LAN-Fax driver**

The LAN-Fax driver is included on the CD-ROM that comes with this machine. This driver allows you to use LAN-Fax functions. The LAN-Fax driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed using this driver.

Software and Utilities

❖ **SmartDeviceMonitor for Admin**

This utility is for the system administrator to manage network printers.

Reference

See SmartDeviceMonitor for Admin online Help for more information about using SmartDeviceMonitor for Admin.

❖ **SmartDeviceMonitor for Client**

This utility is for users to manage their own print status on the network.

Reference

See SmartDeviceMonitor for Client online Help for more information about using SmartDeviceMonitor for Client.

❖ **Font Manager 2000**

This utility helps you install new screen fonts, or organize and manage fonts already installed on the system.

❖ **1394 Utility**

This utility is for the IEEE 1394 interface board. For more information, see the Readme file or the manual that comes with the optional IEEE 1394 interface board.

❖ USB Printing Support

This utility is for the USB 2.0 interface. Install this to use USB on computers running Windows 98 SE/Me. For information about installation, see p.30 “Installing the Printer Driver Using USB”.

❖ Acrobat Reader

This utility allows you to read PDF files (Portable Document Format).

Note

❒ Documentation about using the machine is included on the CD-ROM in PDF format. See Acrobat Reader online Help for more information about using Acrobat Reader.

❖ Printer Utility for Mac

This utility allows users to download and manage a variety of fonts as well as manage printers. For more information about this utility, see *PostScript 3 Operating Instructions Supplement* which is provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer/Scanner”.

Important

❒ Software and utilities must be uninstalled before installing newer versions of Windows. Reinstall software and utilities after upgrading Windows.

INDEX

1394 Utility, 38

A

Acrobat Reader, 39
ATM
    Macintosh, installing, 28

B

Bidirectional transmission, 25
Bypass tray, 8

C

CD-ROM, 37
Connection
    Ethernet board connection, 6
    IEEE 1394 interface board connection, 6
    Parallel interface connection, 6
    USB connection, 6
Control Panel, 3
Control panel, 4
Custom size paper, 10
    printing, bypass tray, 8

D

Display, 4

F

Font Manager 2000, 38
    installing, 35

I

IEEE 1394 connection
    installing, printer driver, 32
IP over 1394, 32

M

Macintosh
    ATM, installing, 28
    Screen fonts, installing, 29
Mac OS
    PostScript 3, installing, 27
Mac OS X
    PostScript 3, installing, 29

O

OHP Transparencies
    printing, bypass tray, 11

P

PageMaker, 36
PCL, 38
PCL 5e
    Windows 2000/XP and Windows Server 2003, installing, 16
    Windows 95/98/Me, installing, 16
    Windows NT 4.0, installing, 16
PCL 6
    Windows 2000/XP and Windows Server 2003, installing, 16
    Windows 95/98/Me, installing, 16
    Windows NT 4.0, installing, 16
PostScript 3, 38
    Mac OS, installing, 27
    Mac OS X, installing, 29
    Windows 2000/XP and Windows Server 2003, installing, 22
    Windows 95/98/Me, installing, 21
    Windows NT 4.0, installing, 24
Printer driver
    Auto Run, 13
    installing, IEEE 1394 connection, 32
    installing, USB connection, 30
    PCL 5e, 37
    PCL 6, 37
    PostScript 3, 37
    Quick Install, 14
    RPCS, 37
Printer Utility for Mac, 39

Q

Quick Install, 14

R

RPCS, 38
    Windows 2000/XP and Windows Server 2003, installing, 16
    Windows 95/98/Me, installing, 16
    Windows NT 4.0, installing, 16

S

Screen fonts
    Macintosh, installing, 29
SCSI print, 32
SmartDeviceMonitor for Admin, 35, 38
SmartDeviceMonitor for Client, 35, 38
Software
    Quick Install, 14

T

Thick Paper
    printing, bypass tray, 11

U

USB connection
    printer driver, installing, 30
USB Printing Support, 39

W

Windows 2000/XP and Windows Server 2003
    PCL 5e, installing, 16
    PCL 6, installing, 16
    PostScript 3, installing, 22
    RPCS, installing, 16
Windows 95/98/Me
    PCL 5e, installing, 16
    PCL 6, installing, 16
    PostScript 3, installing, 21
    RPCS, installing, 16
Windows NT 4.0
    PCL 5e, installing, 16
    PCL 6, installing, 16
    PostScript 3, installing, 24
    RPCS, installing, 16

MEMO

MEMO

MEMO

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

Caution:

Network interface cables with ferrite core must be used for RF interference suppression.

Paper type: Wood Free 80g/m2, Paper Thickness=100 µm // Pages in book=48 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 0 mm

Operating Instructions Printer Reference 1

Operating Instructions

Printer Reference 2

1 Setting Up the Printer Driver and Canceling a Print Job

2 Troubleshooting

3 Printer Features

4 Appendix

For safe and correct use of this machine, please be sure to read the Safety Information in the "Copy Reference" before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript®, Acrobat® are registered trademarks of Adobe Systems Incorporated.

PCL® is a registered trademark of Hewlett-Packard Company.

AppleTalk, Apple, Macintosh and Mac are registered trademarks of Apple Computer, Incorporated.

IPS-PRINT™ Printer Language Emulation Copyright©2000, Oak Technology, Inc., All Rights Reserved.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/Open Company Limited.

Bluetooth is a Trademark of the Bluetooth SIG, Inc. (Special Interest Group) and licensed to RICOH company limited.

Copyright © 2001 Bluetooth SIG, Inc.

The Bluetooth Trademarks are owned by Bluetooth SIG, Inc. USA

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft®Windows® 95
- The product name of Windows® 98 is Microsoft®Windows® 98
- The product name of Windows® Me is Microsoft®Windows®Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft®Windows® XP Professional
  Microsoft®Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows® NT are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
  Microsoft® Windows NT® Workstation operating system Version 4.0

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- ❒ Manuals provided are specific to machine type.
- ❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- ❒ Three CD-ROMs are provided:
  - CD-ROM 1“Operating Instructions for Printer/Scanner”
  - CD-ROM 2“Scanner Driver & Document Management Utilities”
  - CD-ROM 3“Operating Instructions for General Settings and Facsimile”

❖ General Settings Guide (PDF file - CD-ROM3)

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ Network Guide (PDF file - CD-ROM1)

Describes procedures for configuring the machine and computers in a network environment.

❖ Copy Reference

Describes operations, functions, and troubleshooting for the machine’s copier function.

❖ Facsimile Reference <Basic Features>

Describes operations, functions, and troubleshooting for the machine’s facsimile function.

❖ Facsimile Reference <Advanced Features> (PDF file - CD-ROM3)

Describes advanced functions and settings for key operators.

❖ Printer Reference 1

Describes system settings and operations for the machine’s printer function.

❖ Printer Reference 2 (PDF file - CD-ROM1) (this manual)

Describes operations, functions, and troubleshooting for the machine’s printer function.

❖ Scanner Reference (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine’s scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PostScript 3 Supplement (PDF file - CD-ROM1)
- UNIX Supplement (available from an authorized dealer, or as a PDF file on our Web site)

TABLE OF CONTENTS

Manuals for This Machine i
How to Read This Manual 1

1. Setting Up the Printer Driver and Canceling a Print Job

Accessing Printer Properties 3
Windows 95/98/Me - Accessing Printer Properties 3
Windows 2000/XP and Windows Server 2003 - Accessing Printer Properties 4
Windows NT 4.0 - Accessing Printer Properties 5
Macintosh - Setting Up for Printing 7
Canceling a Print Job 8
Windows - Canceling a Print Job 8
Macintosh - Canceling a Print Job 9

2. Troubleshooting

Error & Status Messages on the Display 11
The Machine Does Not Print 15
Other Printing Problems 19

3. Printer Features

Printer Features Menu 23
Adjusting Printer Features 25
Printer Features Parameters 26
Paper Input 26
List/Test Print 26
Maintenance 29
System 31
Host Interface 33
PCL Menu 33
PS Menu 35

4. Appendix

Collate 37
User Defined Pages 38
System Settings (Parallel Connection) 39
Specifications 40
Options 41

INDEX 43

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury, or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates prior knowledge or preparation is required before operation.

Note

This symbol indicates precautions for operation, or actions to take after mal-operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys and buttons that appear on the computer's display.

[ ]

Keys that appear on the machine's display.

【 】

Keys built into the machine's control panel.

【 】

Keys on the computer's keyboard.

Major Components and Software

Major options of this machine are referred to as follows in this manual:

- IEEE 1394 Interface Board Type B→ IEEE 1394 interface board
- IEEE 802.11b Interface Unit Type D→ IEEE 802.11b interface unit
- IEEE 1284 Interface Board Type A→ IEEE 1284 interface board
- BlueTooth Unit Type 2238→ Bluetooth interface unit

The following software products are referred to using a general name:

- DeskTopBinder V2 Lite and DeskTopBinder V2 professional→ DeskTopBinder V2 Lite/professional
- ScanRouter V2 Lite and ScanRouter V2 professional (optional)→ ScanRouter V2 Lite/professional

1. Setting Up the Printer Driver and Canceling a Print Job

Accessing Printer Properties

Windows 95/98/Me - Accessing Printer Properties

Changing default settings

1 On the [Start] menu, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click the icon of the machine whose default you want to change.

3 On the [File] menu, click [Properties].

The printer properties dialog box appears.

4 Make the settings you require, and then click [OK].

Note

❒ With some applications, printer driver settings are not used, and the application's own settings are applied.

Making settings from an application

To make settings for a specific application, open the printer properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

Note

❒ Actual procedures for opening the printer properties dialog box may vary depending on the application. For more information, see the operating instructions that come with the application you are using.

❒ Any setting you make in the following procedure is valid for the current application only:

1 On the [File] menu, click [Print].

The **[Print]** dialog box appears.

2 In the [Name] list, select the machine you want to use, and then click [Properties].

The printer properties dialog box appears.

3 Make the settings you require, and then click [OK].

4 Click [OK] to start printing.

Windows 2000/XP and Windows Server 2003 - Accessing Printer Properties

Changing default settings - Printer properties

Limitation

- ❒ Changing machine settings requires Manage Printers permission. Members of Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 **On the [Start] menu, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

Note

- ❒ In Windows XP Professional and Windows Server 2003, open the **[Printers and Faxes]** window on the **[Start]** menu.
- ❒ In Windows XP Home Edition, open the **[Printers and Faxes]** window by clicking **[Control Panel]** from the **[Start]** button on the taskbar, click **[Printers and Other Hardware]**, and then click **[Printers and Faxes]**.

2 **Click the icon of the machine whose default you want to change.**

3 **On the [File] menu, click [Properties].**

The printer properties dialog box appears.

4 **Make the settings you require, and then click [OK].**

Note

- ❒ Normally you do not have to change the "Form to Tray Assignment" settings on the **[Device Settings]** tab in the PostScript 3 printer driver.
- ❒ Settings you make here are used as default for all applications.

Changing default settings - Printing preferences properties

Limitation

- ❒ Changing machine settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 **On the [Start] menu, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

Note

- ❒ In Windows XP Professional and Windows Server 2003, open the **[Printers and Faxes]** window on the **[Start]** menu.
- ❒ In Windows XP Home Edition, open the **[Printers and Faxes]** window by clicking **[Control Panel]** from the **[Start]** button on the taskbar, click **[Printers and Other Hardware]**, and then click **[Printers and Faxes]**.

2 **Click the icon of the machine whose default you want to change.**

3 **On the [File] menu, click [Printing Preferences...].**

The **[Printing Preferences]** dialog box appears.

4 **Make the settings you require, and then click [OK].**

Note

- ❒ Settings you make here are used as default for all applications.

Making settings from an application

To make settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000/XP and Windows Server 2003.

Note

- ❒ Actual procedures for opening the **[Print]** dialog box vary depending on the application. For more information, see the operating instructions that come with the application you are using.
- ❒ Any setting you make in the following procedure is valid for the current application only.

1 **On the [File] menu, click [Print...].**

The **[Print]** dialog box appears.

2 **In the [Select Printer] list, select the machine you want to use, and then click the tab for which you want to change print settings.**

Note

- ❒ In Windows XP and Windows Server 2003, click **[Preference]** to open the Printing Preferences dialog box.

3 **Make the settings you require.**

4 **Click [Print] to start printing.**

Under Windows XP and Windows Server 2003, click **[OK]**, and then click **[Print]** to start printing.

Windows NT 4.0 - Accessing Printer Properties

Changing default settings - Printer properties

Limitation

- ❒ Changing machine settings requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 **On the [Start] menu, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

2 **Click the icon of the machine whose default you want to change.**

3 **On the [File] menu, click [Properties].**

The printer properties dialog box appears.

4 **Make the settings you require, and then click [OK].**

Note

- ❒ Normally you do not have to change the “Form to Tray Assignment” settings on the **[Device Settings]** tab in the PostScript 3 printer driver.
- ❒ Settings you make here are used as default for all applications.

Changing the default settings - Default document properties

Limitation

- ❒ Changing machine settings requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 On the [Start] menu, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click the icon of the machine whose default you want to change.

3 On the [File] menu, click [Document Defaults].

The **[Default]** dialog box appears.

4 Make the settings you require, and then click [OK].

Note

- ❒ Settings you make here are used as default for all applications.

Making settings from an application

To make settings for a specific application, open the printer properties dialog box from that application. The following example describes how to make settings for the WordPad application that come with Windows NT 4.0.

Note

- ❒ Actual procedures for opening the printer properties dialog box vary depending on the application. For more information, see the operating instructions that come with the application you are using.
- ❒ Any setting you make in the following procedure is valid for the current application only.

1 On the [File] menu, click [Print].

The **[Print]** dialog box appears.

2 In the [Name] list, select the machine you want to use, and then click [Properties].

The printer properties dialog box appears.

3 Make the settings you require, and then click [OK].

4 Click [OK] to start printing.

Macintosh - Setting Up for Printing

Making paper settings from an application

1 Open the file you want to print.

2 On the [File] menu, click [Page Setup].

The **[AdobePS Page Setup]** dialog box appears.

3 Make sure the machine you want to use is shown in the [Printer:] box.

Note

- ❒ In Mac OS X, this is called **[Format for:]**.
- ❒ If the machine is not shown in the **[Printer:]** box, use the pop-up menu to display a list of available machines.

Reference

The actual appearance of Page Setup depends on the application you are using. See the operating instructions that come with the Macintosh for more information.

4 In the [Paper:] box, select the paper size.

Note

- ❒ In Mac OS X, this is called **[Paper Size]**.

5 Make the settings you require, and then click [OK].

Setting up for printing from an application

1 Open the file you want to print.

2 On the [File] menu, click [Print].

The **[Printer Features]** dialog box appears.

3 Make sure the machine is selected in the [Printer:] box.

4 Make the settings you require, and then click [Print] to start printing.

Canceling a Print Job

Windows - Canceling a Print Job

1 Double-click the printer icon on the Windows taskbar.

A window appears, showing all print jobs currently queued for printing. Check the current status of the job you want to cancel.

2 Select the name of the job you want to cancel.

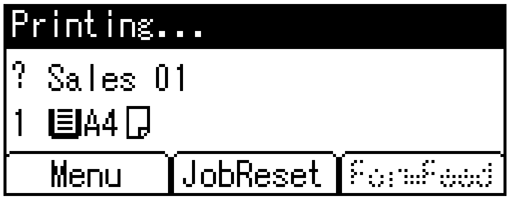
3 On the [Document] menu, click [Cancel Printing].

Note

- ❒ In Windows 2000/XP, Windows Server 2003, and Windows NT, click **[cancel]** on the **[Document]** menu.
- ❒ In Windows 95/98/Me/2000/XP, Windows Server 2003, or NT 4.0, you can also open the print job queue window by double-clicking the machine icon in the **[Printers]** machine window (the **[Printers and Faxes]** window under Windows XP and Windows Server 2003).

4 Press the 【Printer】 key.

5 Press [JobReset].

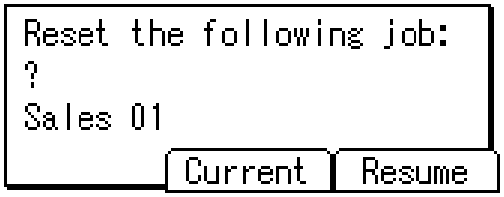


Printing...

? Sales 01

1 A4

6 Press [Current].



Reset the following job:

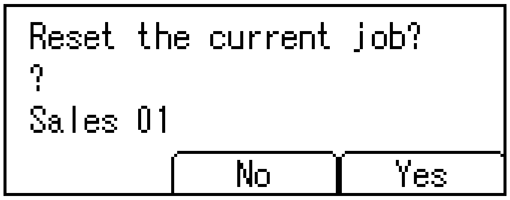
?

Sales 01

- **[Current]**: cancels the print job currently being processed.
- **[Resume]**: resumes printing jobs.

A confirmation message appears.

7 Press [Yes] to cancel the print job.



Reset the current job?

?

Sales 01

Note

- ❒ Press **[No]** to return to the previous display.

Important

- ❒ If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- ❒ You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press **[JobReset]**.
- ❒ A print job containing a large volume of data may take considerable time to stop.

Macintosh - Canceling a Print Job

Mac OS

1. **Double-click the printer icon on the desktop.**

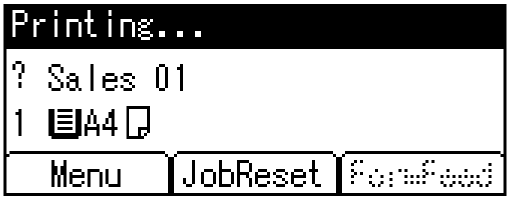
   A window appears, showing all print jobs currently queued for printing. Check the current status of the job you want to cancel.

2. **Select the name of the job you want to cancel.**

3. **Click the pause icon, and then click the trash icon.**

4. **Press the 【Printer】 key.**

5. **Press [JobReset].**

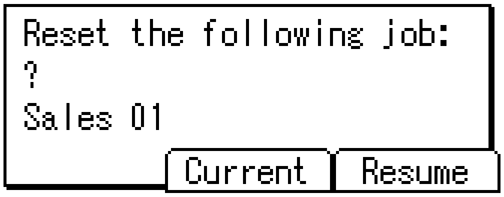


Printing...

? Sales 01

1 A4

6. **Press [Current].**



Reset the following job:

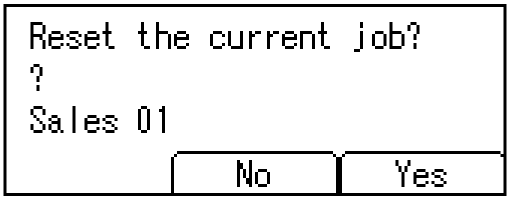
?

Sales 01

- **[Current]**: cancels the print job currently being processed.
- **[Resume]**: resumes printing jobs.

A confirmation message appears.

7. **Press [Yes] to cancel the print job.**



Reset the current job?

?

Sales 01

Note

❒ Press **[No]** to return to the previous display.

Important

❒ If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

❒ You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press **[JobReset]**.

❒ A print job containing a large volume of data may take considerable time to stop.

Mac OS X

1. **Start [Print Center].**

   The **[Printer List]** window appears.

2. **Double-Click the machine in use.**

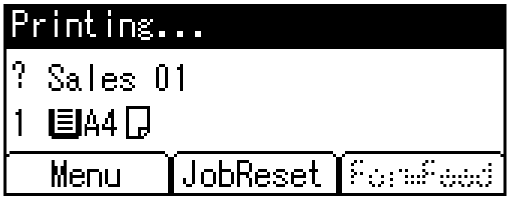
   The printer dialog appears.

3. **Click the print job you want to delete.**

4. **Click [Delete].**

5. **Press the 【Printer】 key.**

6. **Press [JobReset].**

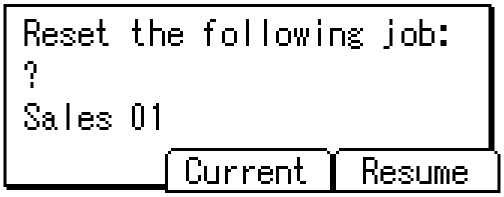


Printing...

? Sales 01

1 A4

7. **Press [Current].**

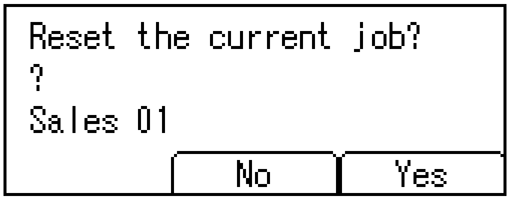


Reset the following job:
?
Sales 01

- **[Current]**: cancels the print job currently being processed.
- **[Resume]**: resumes printing jobs.

A confirmation message appears.

8. **Press [Yes] to cancel the print job.**



Reset the current job?
?
Sales 01

Note

❒ Press **[No]** to return to the previous display.

Important

❒ If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

❒ You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press **[JobReset]**.

❒ A print job containing a large volume of data may take considerable time to stop.

Error & Status Messages on the Display

This section describes the principal messages that appear on the display. If a message not described here appears, act according to the message.

Reference

Before turning the main power off, see 'Turning On the Power', *Copy Reference*.

❖ Status messages

Message	Status
Hex Dump Mode	In Hex Dump mode, the machine prints received data in hexadecimal format. After printing, turn off the machine and then back on again. Hex Dump mode is used for advanced troubleshooting.
Offline	The machine is offline. To start printing, switch the machine online by pressing **【Online】** on the control panel.
Printing...	The machine is printing. Wait a while.
Ready	This is the default ready message. The machine is ready for use. No action is required.
Resetting Job...	The machine is resetting the print job. Wait until "Ready" appears on the display.
Setting change...	The machine settings are being changed. Wait a while.
Waiting...	The machine is waiting for the next data to print. Wait a while.

❖ Alert messages

Messages/Second messages	**Causes**	**Solutions**
Add toner Out of toner. Follow instructions inside and replace toner.	Toner is running out.	It is time to supply toner.
Change Tray # to the following setings: xxx yyy	The settings of the selected paper tray are different from those specified for printing. # indicates the tray number. xxx indicates the tray number. yyy indicates the paper size.	Press **[JobReset]** to change the paper tray settings, or press **[FormFeed]** to print regardless. For details about the paper tray settings, see *General Settings Guide*.
Connect failed:IEEE802.11b Turn power off, check card	The IEEE 802.11b card may have come off, or an error may have occurred in the IEEE 802.11b card.	Turn off the main power switch, and check the card is installed correctly. If the message appears again, contact your sales or service representative.
Collate cancelled.	The collate print function has been canceled.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
Collate: Page max.	The maximum number of pages has been exceeded for collation.	Turn off the main power switch, and back on again. Reduce the number of pages to be printed. Or, increase memory capacity. When installing a memory module in the machine, contact your sales or service representative.
Cover Open Cover is open as shown. Close it.	The cover indicated on the display is open.	Close the cover.
Duplex cancelled.	Duplex printing has been canceled.	Check the paper used is suitable for duplex printing. Or, increase memory capacity. When installing a memory module in the machine, contact your sales or service representative.
Duplex mode is in off position for Tray #	The selected paper tray has not been configured for duplex printing. # indicates the tray number.	Press **[JobReset]** to change the paper tray settings or do single-sided printing. For details about the tray settings, see *General Settings Guide*.

Messages/Second messages	**Causes**	**Solutions**
Ethernet Board Error	An error has occurred in the Ethernet interface.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
Exceeded max. print size. Press FormFeed/JobReset	The page images to be printed exceed the maximum print area.	Press **[JobReset]** to change the paper tray settings, or press **[FormFeed]** to print regardless.
I/O buffer overflow.	The maximum size of the I/O buffer has been exceeded.	Increase the size of the I/O buffer through the Host Interface menu.
Load paper in Tray #	There is no paper in the selected paper tray. # indicates the tray number.	Load the tray with paper.
NV-RAM Error	An error has occurred in the printer.	Turn off the main power switch, and back on again. If the message appears again, call your sales or service representative.
Paper in Duplex Unit. Open cover and remove the paper.	There is a misfeed in the duplex unit.	Open the cover of the duplex unit, and remove the misfed paper.
Paper size/type mismatch. Change settings to: xxx yyy	There is no paper tray that matches the paper settings selected under Auto Tray Select. xxx indicates the tray number. yyy indicates the paper size and the paper type.	Press **[JobReset]** to change the paper tray settings, or press **[FormFeed]** to print regardless. For details about the paper tray settings, see *General Settings Guide*.
Parallel I/F Error	An error has occurred in the parallel interface board.	Contact your sales or service representative.
Printer Font Error	An error has occurred in the font file.	Turn off the main power switch, and back on again. If the message appears again, call your sales or service representative.
Print overrun.	The image data has been thinned out due to image compression.	Increase memory capacity. When installing a memory module in the machine, contact your sales or service representative.
Problem:IEEE1394 board	An error may have occurred in the IEEE 1394 board.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
Problem:IEEE802.11b card	An error may have occurred in the IEEE 802.11b card.	
Problem:IEEE802.11b board	An error may have occurred in the IEEE 802.11b board.	

Messages/Second messages	**Causes**	**Solutions**
Paper Tray is in use.	The specified paper tray is in use by another function, such as the copier function.	Wait until the other function has finished using the specified paper tray.
Toner is almost empty Add toner	The toner has almost run out.	Replace the toner cartridge soon to prevent poor print quality.
Tray # Error	An error has occurred with the paper tray. # indicates the tray number.	Press **[JobReset]** to change the paper tray settings, or press **[FormFeed]** to select another paper tray and print using that.
Unauthorized user access.	Print job canceled due to user restrictions.	Check the User Code permission status.
USB Error	An error has occurred in the USB interface.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.

The Machine Does Not Print

Possible Cause	Solutions
Is the power on?	Check the cable is securely plugged into the power outlet and the machine. Turn on the main power switch.
Is the machine online?	If not, press **【↦Online】** on the control panel.
Does the Printer key stay red?	If so, check the error message on the display and take required action.
Is there a warning status or error message on the display?	If so, check the error message or warning status on the display and take the required action.
Can you print a configuration page?	If you cannot print a configuration page, there maybe a machine malfunction. Contact your sales or service representative. See p.26 "Printing the configuration page" for printing a configuration page.
Is the interface cable connected securely to the machine and computer?	Connect the interface cable securely. If it has a fastener, fasten that securely as well. See "Connecting the Machine", *Printer Reference 1*.
Are you using the correct interface cable?	The type of interface cable you should use depends on the computer. Be sure to use the correct one. If the cable is damaged or worn, replace it. See "Connecting the Machine", *Printer Reference 1*.
Was the interface cable connected after the machine was turned on?	Connect the interface cable *before* turning on the machine.
Is the signal status satisfactory when using wireless LAN in infrastructure mode ?	To check signal status, press the **【User Tools/Counter】** key, and then select **[System Settings]** using **【▲】** or **【▼】**. On the **[Interface Settings]**, select **[IEEE 802.11b]**, and then select **[Wireless LAN Signal]** using **【▲】**or **【▼】**. If signal quality is poor, remove objects that might cause interference. **Note** ❒ You can check signal status only when using wireless LAN in infrastructure mode.
When using wireless LAN, is the SSID correctly set?	Check using the machine's control panel that the SSID is correctly set. See "Interface Settings/IEEE 802.11b (Option)", *Network Guide*.
When using wireless LAN, is the access point correctly set?	Check access point settings when in infrastructure mode. Depending on the access point, client access may be limited by MAC address. Also, check there are no problems in transmission between access point and wired clients, and between access point and wireless clients.

Possible Cause	Solutions
When using wireless LAN, is the LED on the wireless LAN card lit or blinking?	Confirm the orange LED is lit, and the green LED is lit or blinks during transmission.
Is the wireless LAN being used in ad hoc mode?	Turn the main power off and back on. See "Turning On the Power", *Copy Reference*. Otherwise, configure **[IEEE 802.11b]** in **[Interface Settings]** in **[System Settings]**. See "Setting Up the Machine on a Network", *Network Guide*.
Did you change the option settings on the machine?	When using the RPCS™ printer driver on Windows 2000/XP or Windows Server 2003 and connecting with IEEE 1394, an error may occur if you change the option settings on the machine. In this case, follow the procedure below: ① Unplug the IEEE 1394 interface cables connected to the computer. ② Run the utility tool for the IEEE 1394 interface board, which is stored in the following path on the CD-ROM "Printer Drivers and Utilities". **\UTILITY\1394\** **Reference** For more information about using the utility tool for IEEE 1394, see the README file in the same directory on the CD-ROM. ③ Restart the computer. ④ Connect the computer to the machine using the IEEE 1394 interface cables.

Problem	Solutions
Is the **Data In** indicator blinking or lit after starting the print job?	If not, data is not being sent to the machine. ❖ **When the machine is connected to the computer using the interface cable** Check the machine port settings are correct. For parallel port connection, port LPT1 or LPT2 should be set. • **Windows 95/98/Me** ① Click the **[Start]** button, point to **[Settings]**, and then click **[Printers]**. ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**. ③ Click the **[Details]** tab. ④ In the **[Print to the following port:]** list, confirm the correct port is selected. • **Windows 2000** ① Click the **[Start]** button, point to **[Settings]**, and then click **[Printers]**. ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**. ③ Click the **[Ports]** tab. ④ In the **[Print to the following port(s)]** list, confirm the correct port is selected. • **Windows XP Professional and Windows Server 2003** ① Click the **[Start]** button, and then click **[Printers and Faxes]**. ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**. ③ Click the **[Ports]** tab. ④ In the **[Print to the following port(s)]** list, confirm the correct port is selected. • **Windows XP Home Edition** ① Click the **[Start]** button, click **[Control Panel]**, click **[Printers and Other Hardware]**, and then click **[Printers and Faxes]**. ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**. ③ Click the **[Ports]** tab. ④ In the **[Print to the following port(s)]** list, confirm the correct port is selected. • **Windows NT 4.0** ① Click the **[Start]** button, point to **[Settings]**, and then click **[Printers]**. ② Click the icon of the machine. On the **[File]** menu, click **[Properties]**. ③ Click the **[Ports]** tab. ④ In the **[Print to the following port(s)]** list, confirm the correct port is selected.

Problem	Solutions
Is the **Data In** indicator blinking or lit after starting the print job?	❖ **Network connection** Contact your network administrator.

Other Printing Problems

Problem	Causes and Solutions
The print on the entire page is faded.	If **[Toner Saving]** is selected on the **[Print Quality]** tab in the printer driver, the entire page will be faded when printed. **Note** ❒ In PostScript 3, click **[Advanced...]** on the **[Paper/Quality]** tab, and then select **[Toner Saving 1]** or **[Toner Saving 2]** in **[Print Mode]** in the **[Advanced]** dialog box. See the printer driver Help.
Smudged print.	Settings for thick paper have not been made when printing on thick paper. • PCL 6/5e and PostScript 3 Select **[Thick]** in the **[Type:]** list on the **[Paper]** tab. • RPCS™ Select **[Thick]** in the **[Paper type:]** list on the **[Print Settings]** tab.
When printing graphics, the output and the screen are different.	If the printer driver is configured to use the graphics command, the graphics command from the machine is used to print. If you want to print accurately, set the printer driver to print without using the graphics command. See the printer driver Help.
Page layout is not as expected.	Print areas differ depending on machine used. Information that fits on a single page on one machine may not fit on a single page of another machine. Adjust the **[Printable area:]** setting in the **[Printer Configuration...]** dialog box on the **[Print Settings]** tab in the RPCS™ printer driver. See the printer driver Help.
Duplex printing is not possible.	• Duplex printing cannot be done with paper set in the bypass tray. When using duplex printing, make settings to use paper from a tray other than the bypass tray. • Duplex printing cannot be done with thick paper, OHP transparencies, or labels specified as the paper type. Specify another paper type. • Duplex printing cannot be done using a tray for which **[Duplex]** is not selected as the paper type in **[Tray Paper Settings]** in **[System Settings]**. Select **[Duplex]** as the paper type in **[Tray Paper Settings]**. See *General Settings Guide*.

Problem	Causes and Solutions
When using Windows 95/98/Me, Windows 2000/XP, or Windows NT 4.0, either combined printing or booklet print does not come out as expected.	Make sure the application's paper size and orientation settings match those of the printer driver. If a different paper size and orientation are set, select the same size and orientation.
When using Windows 95/98/Me, Windows 2000/XP, or Windows NT 4.0, Auto Reduce/Enlarge print does not come out as expected.	
A print instruction was issued from the computer, but printing did not start.	User code management may have been set. Ask the administrator about valid user codes. To print, the user code must be entered from the printer driver.
The print job is not canceled even when the machine is switched to offline status.	Even when the machine is offline, printing is performed when **[Job Acceptance Priority]** is selected for **[Signal Control]** in **[Parallel Interface]** in **[Interface Settings]** in **[System Settings]**. Select **[Printer Priority]** for **[Signal Control]**. See "User Tools (System Settings)", *General Settings Guide*.
Photo images are coarse.	Some applications reduce print resolution.
Images are cut off, or excess is printed.	You may be using paper smaller than the size selected in the application. Use the same size paper as that selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. See the printer driver Help.

Problem	Causes and Solutions
It takes a long time to complete a print job.	Photographs and other data intensive pages take a long time for the machine to process, so simply wait when printing such data. Changing the following settings with the printer driver may help speed up printing: • PCL 6/5e Select the lowest value for **[Resolution]** on the **[Print Quality]** tab in the printer properties dialog box. **Note** ❒ Under Windows 2000/XP, select the lowest value for **[Resolution]** on the **[Print Quality]** tab in the **[Printing Preferences]** dialog box. ❒ Under Windows NT 4.0, select the lowest value for **[Resolution]** on the **[Print Quality]** tab in the **[Document Defaults...]** dialog box. • PostScript 3 Select the lowest value for **[Resolution]** on the **[Print Quality]** tab in the printer properties dialog box. Select **[PostScript (optimize for speed)]**for **[PostScript output format:]** on the **[PostScript]** tab in the printer properties dialog box. **Note** ❒ Under Windows 2000/XP, click **[Advanced...]** on the **[Paper/Quality]** tab in the **[Printing Preferences]** dialog box, and then select **[PostScript output options : optimize for speed]** for **[PostScript Options]** in the **[Advanced...]** dialog box. ❒ Under Windows NT 4.0, click **[Advanced...]** in the **[Document Defaults]** dialog box, and then select **[PostScript output options : optimize for speed]** for **[PostScript Options]** in the **[Advanced...]** dialog box. • RPCS™ Click **[Change User Settings...]** on the **[Print Quality]** tab in the printer properties dialog box, and then select the lowest value for **[Resolution:]** on the **[Image Adjustments]** tab in the **[Change User Settings...]** dialog box. Select **[Fast]** in the **[Document type]** list on the **[Print Quality]** tab in the printer properties dialog box. **Note** ❒ Under Windows 2000/XP, click **[Change User Settings...]** on the **[Print Quality]** tab in the **[Printing Preferences]** dialog box, and then select the lowest value for **[Resolution:]** on the **[Image Adjustments]** tab in the **[Change User Settings...]** dialog box. Select **[Fast]** in the **[Document type]** area on the **[Print Quality]** tab in the **[Printing Preferences]** dialog box. ❒ Under Windows NT 4.0, click **[Change User Settings...]** on the **[Print Quality]** tab in the **[Document Defaults]** dialog box, and then select the lowest value for **[Resolution:]** on the **[Image Adjustments]** tab in the **[Change User Settings...]** dialog box. Select **[Fast]** in the **[Document type]** area on the **[Print Quality]** tab in the **[Document Defaults]** dialog box. See the printer driver Help.
	The data is so large or complex that it takes time to process. If the **Data In** indicator is blinking, data is being processed. Simply wait until printing resumes.

Problem	Causes and Solutions
It takes too much time to resume printing.	The data is so large or complex that it takes time to process. If the **Data In** indicator is blinking, data is being processed. Simply wait until printing resumes.
	The machine was in Energy Saver mode. To resume from Energy Saver mode, it has to warm up, and this takes time. See *General Settings Guide*.
Paper is not fed from the selected tray.	When you are using a Windows operating system, printer driver settings override those set using the control panel. Set the desired input tray using the printer driver. See the printer driver Help.
Optional components connected to the machine are not recognized when using Windows 95/98/Me, Windows 2000/XP, and Windows NT 4.0.	You have to configure the option setup in printer properties when bidirectional transmission is not enabled. See the printer driver Help.
Images are printed in the wrong orientation.	The feed orientation you selected and the feed orientation selected in the printer driver's option setup might not be the same. Set the machine's feed orientation and the printer driver's feed orientation accordingly. See the printer driver Help.
The printed image is different from the image on the computer's display.	With certain functions, such as enlargement and reduction, image layout might be different to that on the computer display.
	You might have selected to replace True Type fonts with machine fonts in the printing process. To print an image similar to that of the computer display, make settings to print True Type fonts as an image. See the printer driver Help.
No transmission when using 1394 interface connection	Check using the following procedure: ① Confirm the IEEE 1394 interface cable is connected securely. ② Restart the computer. If the error occurs even after executing the above operation, proceed to the following steps. ③ Unplug the IEEE 1394 interface cable connected to the computer. ④ Run the utility tool for the IEEE 1394 interface board, which is stored in the following path on the CD-ROM "Printer Drivers and Utilities": **\UTILITY\1394\** **Reference** For more information about using the utility tool for IEEE 1394, see the README file in the same directory on the CD-ROM. ⑤ Restart the computer.

Note

❒ If the problem cannot be solved, contact your sales or service representative.

3. Printer Features

Reference

For more information about copier features and system settings, see *Copy Reference* and *General Settings Guide*.

Printer Features Menu

There are seven menu items in the Printer Features menu:

- Paper Input
- List/Test Print
- Maintenance
- System
- Host Interface
- PCL Menu
- PS Menu

You can select the functions in the following table:

Menu	Default
Paper Input See p.26 "Paper Input".	Bypass Paper Size
List/Test Print See p.26 "List/Test Print".	Multiple Lists
	Config. Page
	Error Log
	Menu List
	PCL Config./Font Page
	PS Config./Font Page
	Hex Dump
Maintenance See p.29 "Maintenance".	Menu Protect

Menu	Default
System See p.31 “System”.	Print Error Report
	Auto Continue
	Memory Overflow
	Memory Usage
	Duplex
	Copies
	Edge Smoothing
	Toner Saving
	Printer Language
	Sub Paper Size
	Page Size
	Letterhead Setting
	Edge-Edge Print
	Default Printer Lang.
Host Interface See p.33 “Host Interface”.	I/O Buffer
	I/O Timeout
PCL Menu See p.33 “PCL Menu”.	Orientation
	Form Lines
	Font Source
	Font Number
	Point Size
	Font Pitch
	Symbol Set
	Courier Font
	Ext. A4 Width
	Append CR to LF
	Resolution
PS Menu See p.35 “PS Menu”.	Data Format
	Resolution

Adjusting Printer Features

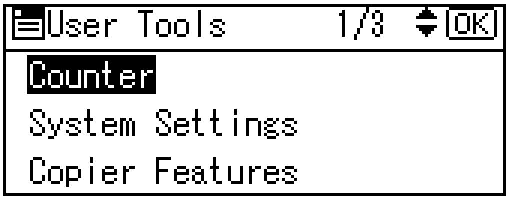
Printer Features allows basic adjustment of operations when using the machine as a printer.

Although factory default settings are suitable for most printing jobs, Printer Features gives you access to a number of settings that control basic printer operations. Printer Features settings you make are retained even when you turn off the machine.

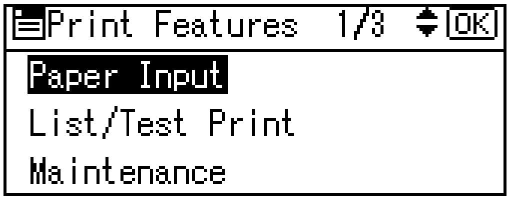
For more information about copier features and system settings, see *Copy Reference* and *General Settings Guide*.

1 Press the 【User Tools/Counter】 key.

2 Select [Printer Features] using 【▲】 or 【▼】, and then press the 【OK】 key.


User Tools 1/3 ⬍ OK
Counter
System Settings
Copier Features

3 Select the desired item using 【▲】 or 【▼】, press the 【OK】 key, and then change its settings.


Print Features 1/3 ⬍ OK
Paper Input
List/Test Print
Maintenance

Note

- ❒ **[OK]**: Press to make new settings and go back to previous menus.
- ❒ **[Cancel]**: Press to return to a previous menu without changing any setting.

4 After changing the Printer Features settings, press the 【User Tools/Counter】 key.

Note

- ❒ Changes made to functions remain in effect even if the machine is turned off.

Printer Features Parameters

Paper Input

❖ **Bypass Paper Size**

The size of the paper set in the bypass tray.

Reference

For more information about paper sizes that can be set in the bypass tray, see *General Settings Guide*.

For information about setting paper in the bypass tray, see *Printer Reference 1*.

Note

❒ Default:

- Metric version: A4
- Inch version: $8^1/_2 \times 11$

List/Test Print

❖ **Multiple Lists**

You can print the configuration page and the error log.

❖ **Config. Page**

You can print the machine's current configuration values.

❖ **Error Log**

You can print the error log.

❖ **Menu List**

You can print a Menu List showing the machine's function menus.

❖ **PCL Config./Font Page**

You can print the current configuration of installed PCL fonts.

❖ **PS Config./Font Page**

You can print the current configuration of installed PostScript fonts.

❖ **Hex Dump**

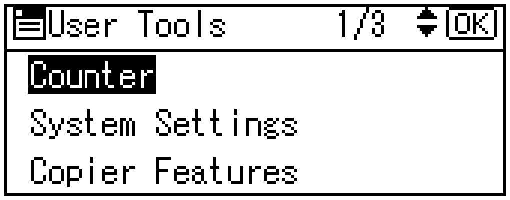
You can print the Hex Dump.

Printing the configuration page

1 **Press the【User Tools/Counter】key.**

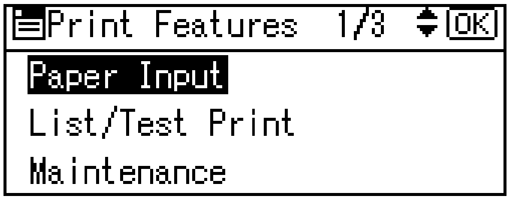
The User Tools main menu appears.

2 **Select [Printer Features] using【▲】or【▼】, and then press the【OK】key.**

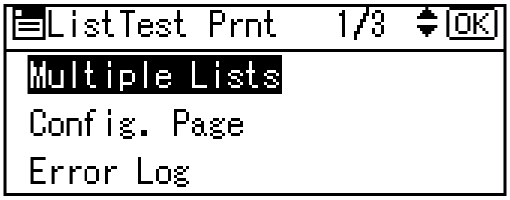

User Tools
1/3
OK
Counter
System Settings
Copier Features

The Printer Features menu appears.

3 **Select [List/Test Print] using【▲】or【▼】, and then press the【OK】key.**


Print Features
1/3
OK
Paper Input
List/Test Print
Maintenance

4 **Select [Config. Page] using【▲】or【▼】, and then press the【OK】key.**


ListTest Prnt
1/3
OK
Multiple Lists
Config. Page
Error Log

The configuration page is printed.

Interpreting the configuration page

System Reference

❖ Unit Number

Displays the serial number assigned to the board by its manufacturer.

❖ Total Memory

Displays the total amount of memory (SDRAM) installed on the printer.

❖ Firmware Version

- Printer
  Displays the version number of the printer firmware.
- System
  Displays the version number of the system firmware.
- Engine
  Displays the version number of the printer engine.
- NIB
  Displays the version number of the Network interface.

❖ Controller Option

This item(s) appears when the controller option(s) is installed.

❖ Printer Language

Displays the version number of the printer driver language.

❖ Options

Displays the optional trays installed.

Paper Input

Displays the settings made under the Paper Input menu.

Reference

p.26 “Paper Input”

System

Displays the settings made under the System menu.

Reference

p.31 “System”

PCL Menu

Displays the settings made under PCL Menu.

Reference

p.33 "PCL Menu"

PS Menu

Displays the settings made under PS Menu.

Reference

p.35 "PS Menu"

Host Interface

Displays the settings made under the Host Interface menu.

When DHCP is active on the network, the actual IP address, subnet mask and gateway address appear in parentheses on the configuration page.

Reference

p.33 "Host Interface"

Interface Information

Displays the interface information.

Maintenance

❖ Menu Protect

This procedure lets you protect menu settings from accidental change. It makes it impossible to change menu settings with normal procedures unless you perform the required key operations. In a network environment, only administrators can make changes to menu settings.

- Level 1
  You can protect “Maintenance”, ”System”, “Host Interface” and “PCL Menu”.
- Level 2
  You can protect ”Paper Input”, “Maintenance”, ”System”, “Host Interface” and “PCL Menu”.
- Off

Note

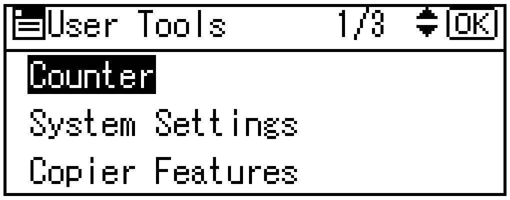
- ❒ Default: *Off*
- ❒ You can also protect menu settings using a Web browser.

Setting Menu Protect

1 Press the 【User Tools/Counter】 key.

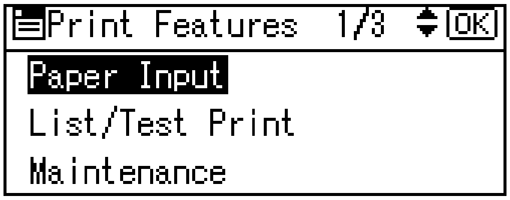
The User Tools main menu appears.

2 Select [Printer Features] using 【▲】 or 【▼】, and then press the 【OK】 key.

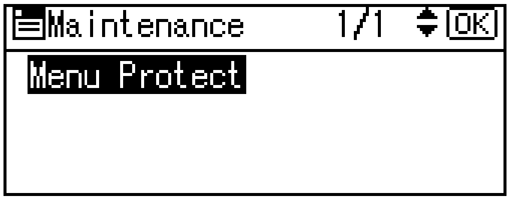

User Tools 1/3 OK
Counter
System Settings
Copier Features

The Printer Features menu appears.

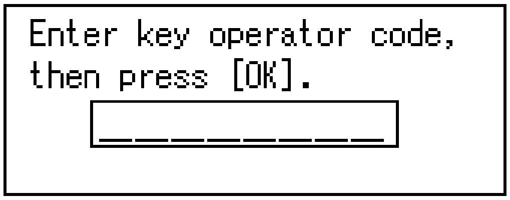
3 Select [Maintenance] using 【▲】 or 【▼】, and then press the 【OK】 key.


Print Features 1/3 OK
Paper Input
List/Test Print
Maintenance

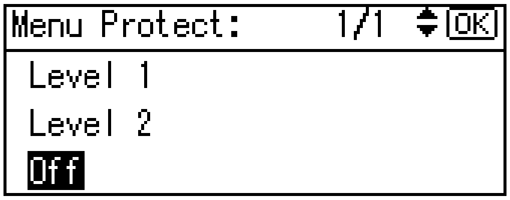
4 Press [Menu Protect].


Maintenance 1/1 OK
Menu Protect

5 Enter an access code using the number keys, and then press the 【OK】 key.


Enter key operator code, then press [OK].

6 Select a menu protect level, and then press the 【OK】 key.

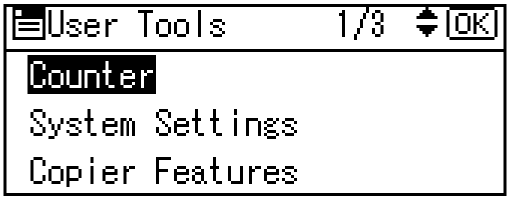

Menu Protect: 1/1 OK
Level 1
Level 2
Off

7 Press the 【User Tools/Counter】 key.

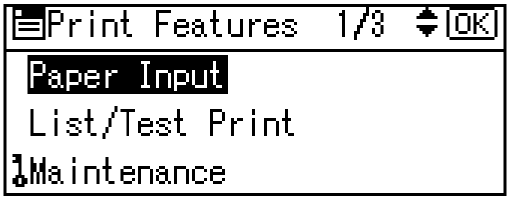
Canceling Menu Protect

1 Press the 【User Tools/Counter】 key.

2 Select [Printer Features] using 【▲】 or 【▼】, and then press the 【OK】 key.

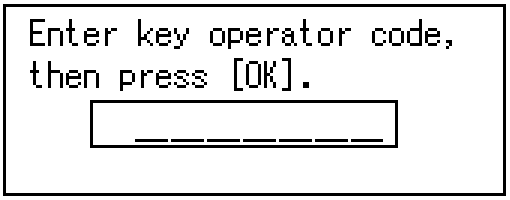

User Tools
1/3
OK
Counter
System Settings
Copier Features

3 Select [Maintenance] using 【▲】 or 【▼】, and then press the 【OK】 key.

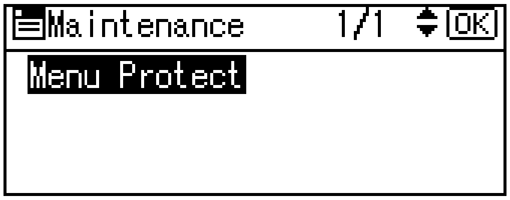

Print Features
1/3
OK
Paper Input
List/Test Print
Maintenance

A screen for entering the access codes appears.

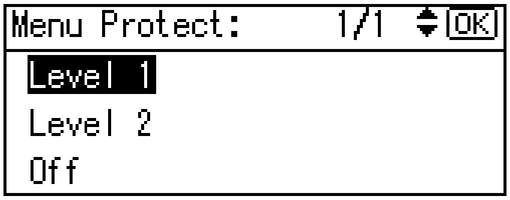
4 Enter an access code using the number keys, and then press the 【OK】 key.


Enter key operator code, then press [OK].

5 Press [Menu Protect].


Maintenance
1/1
OK
Menu Protect

6 Select [Off], and then press the 【OK】 key.


Menu Protect:
1/1
OK
Level 1
Level 2
Off

7 Press the 【User Tools/Counter】 key.

Temporarily canceling Menu Protect

When you select protected items in Printer Features, a screen for entering the access codes appears. When this happens, enter the correct access codes using the number keys, and then press the 【OK】 key. Menu Protect is then temporarily canceled.

Note

- ❒ If you enter the correct access codes, Menu Protect remains canceled while the Printer Features menu is displayed.

System

❖ **Print Error Report**

Select this to have an error report printed when a printer or memory error occurs.

- On
- Off

Note

❒ Default: *Off*

❖ **Auto Continue**

You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.

- Off
- 0 minutes
- 1 minute
- 5 minutes
- 10 minutes
- 15 minutes

Note

❒ Default: *Off*

❖ **Memory Overflow**

Select this to have a memory overflow error report printed.

- Not Print
- Error Report

Note

❒ Default: *Not Print*

❖ **Memory Usage**

You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.

- Font Priority
  This setting uses memory for registering fonts.
- Frame Priority
  This setting uses frame memory for high speed printing.

Note

❒ Default: *Frame Priority*

❖ **Duplex**

You can select to have print on both sides of each page.

- Off
- Long Edge Bind
- Short Edge Bind

Note

❒ Default: *Off*

❖ **Copies**

You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.

- 1 to 999 by 1

Note

❒ Default: 1

❖ **Edge Smoothing**

Set this to enable Edge Smoothing.

- On
- Off

Note

❒ Default: *On*

❒ If Toner Saving is set to On, Edge Smoothing is ignored even if it is set to On.

❖ **Toner Saving**

Set this to enable Toner Saving.

- On
- Off

Note

❒ Default: *Off*

❖ Printer Language

Normally, the machine should be set to Auto. If the printer language cannot be detected in Auto, the language specified by Default Printer Lang. is selected.

- Auto
- PCL
- PS

Note

- ❒ Default: *Auto*

❖ Sub Paper Size

You can enable the Auto Substitute Paper Size (A4↔LT) feature.

- Auto
- Off

Note

- ❒ Default: *Off*

❖ Page Size

You can select the default paper size.

- $8^1/_2 \times 14$ [*1]
- $8^1/_2 \times 11$
- $5^1/_2 \times 8^1/_2$
- $7^1/_4 \times 10^1/_2$
- 8×13
- $8^1/_2 \times 13$ [*1]
- $8^1/_4 \times 13$ [*1]
- A4
- B5 JIS
- A5
- 16K
- $4^1/_8 \times 9^1/_2$
- $3^7/_8 \times 7^1/_2$
- C5 Env.
- C6 Env.
- DL Env.
- Custom Size

[*1] Appears when the optional paper tray unit is installed.

Note

- ❒ Default:
  - Metric version: A4
  - Inch version: $8^1/_2 \times 11$

❖ Letterhead Setting

You can select letterhead printing. If selected, the last sheet of a duplex print job is printed on both sides - if the job has an odd number of pages.

When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation. Using this function, you can specify image rotation.

- Off
- Auto Detect
- On (Always)

Note

- ❒ Default: *Off*
- ❒ When set to Off, original images are rotated by 180 degrees.
- ❒ When set to Auto Detect, specifying the paper type with the printer driver allows the machine to detect letterhead or preprinted paper automatically, and print without rotation.
- ❒ When set to On (Always), the machine does not rotate.
- ❒ This function reduces printing speed.

❖ Edge-Edge Print

Select this to maximize the printable area by minimizing the white space along the edges, to approximately 0.04 inches (1 mm).

- Off
- On

Note

❒ Default: *Off*

❖ Default Printer Lang.

You can set the default printer language if the machine cannot find the printer language automatically.

- PCL
- PS

Note

❒ Default: *PCL*

Host Interface

❖ I/O Buffer

You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.

- 128 KB
- 256 KB
- 512 KB

Note

❒ Default: *128 KB*

❖ I/O Timeout

You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.

- 10 seconds
- 15 seconds
- 20 seconds
- 25 seconds
- 60 seconds

Note

❒ Default: *15 seconds*

PCL Menu

❖ Orientation

You can set the page orientation.

- Portrait
- Landscape

Note

❒ Default: *Portrait*

❖ Form Lines

You can set the number of lines per page.

- 5 to 128 by 1

Note

❒ Default:
  - Metric version: 64
  - Inch version: 60

❖ Font Source

You can set the storage location of the default font.

- Resident
- RAM
- Slot DIMM

Note

❒ Default: *Resident*

❒ **[RAM]** can be selected only when fonts have been downloaded to the machine.

❒ **[Slot DIMM]** can be selected only when the optional slot DIMM is installed.

❖ Font Number

You can set the ID of the default font you want to use.

- 0 to 50 by 1

Note

❒ Default: 0

❖ Point Size

You can set the point size you want to use for the selected font.

- 4.00 to 999.75 by 0.25

Note

❒ Default: 12.00

❒ This setting is effective only with variable-space fonts.

❖ Font Pitch

You can set the number of characters per inch for the selected font.

- 0.44 to 99.99 by 0.01

Note

❒ Default: 10.00

❒ This setting is effective only with fixed-space fonts.

❖ Symbol Set

You can specify the set of print characters for the selected font. The available options are as follows:
Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0

Note

❒ Default: *Roman-8*

❖ Courier Font

You can select a courier font type.

- Regular
- Dark

Note

❒ Default: *Regular*

❖ Ext. A4 Width

You can extend the printing area width (when printing on A4 sheet with PCL).

- Off
- On

Note

❒ Default: *Off*

❒ When the setting is On, the width will be 8½ inches.

❖ Append CR to LF

By connecting to a host operating system such as UNIX and setting this to on, a carriage return follows each line feed: CR=CR, LF=CR-LF, FF=CR-FF.

- Off
- On

Note

❒ Default: *Off*

❖ Resolution

You can set the print resolution in dots per inch.

- 300 dpi
- 600 dpi

Note

❒ Default: *600 dpi*

PS Menu

❖ Data Format

You can select a data format.

- Binary
- TBCP

Limitation

❒ This setting is not effective when operating the machine with a parallel, USB, or EtherTalk connection.

❒ When operating the machine with a parallel or USB connection, if binary data is sent from the printer driver, the print job is canceled.

❒ When operating the machine with an Ethernet connection, the print job is canceled under the following conditions;

- The printer driver data format is TBCP, and the data format selected on the display panel is Binary.
- The printer driver data format is binary, and the data format selected on the display panel is TBCP.

Note

❒ Default: *Binary*

❖ Resolution

You can set the print resolution in dots per inch.

- 300 dpi
- 600 dpi

Note

❒ Default: *600 dpi*

Collate

If you select the collate function on the printer driver, the machine will store print data in memory and automatically collate the printouts.

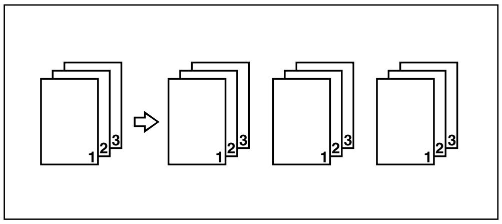
The collate function can be turned on or off from the printer driver.

Limitation

❒ You cannot use the bypass tray with this function.

❖ Collate

Outputs can be assembled as sets in sequential order.



CP160-a

User Defined Pages

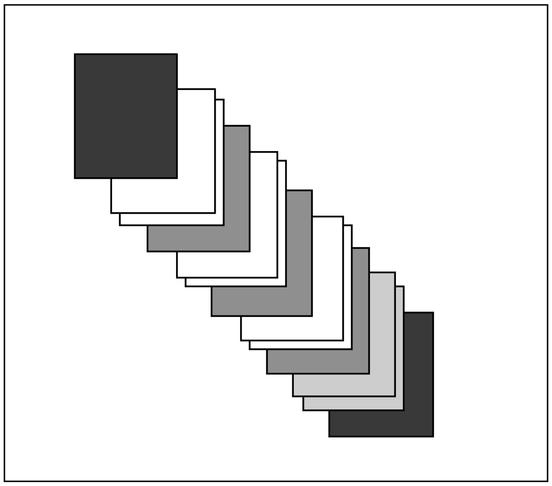
Using this function, you can specify the page numbers for each input tray.

Reference

For printing methods, see the printer driver Help.

Limitation

- ❒ This function is available with the PCL printer driver only.
- ❒ If **[User Defined Pages]** in **[Paper Selection:]** is selected on the **[Paper]** tab, **[Layout:]** cannot be selected.



System Settings (Parallel Connection)

Interface Settings/Parallel Interface

❖ Parallel Timing

Specifies the timing for the parallel interface. Normally, you do not need to change this setting.

- ACK inside
- ACK outside
- STB down

Note

❒ Default: *ACK outside*

❖ Parallel Comm. Speed

Specifies the communication speed of the parallel interface. If the speed is too high, data may not be transferred smoothly. If this happens, change the setting to "Standard".

- High Speed
- Standard

Note

❒ Default: *High Speed*

❖ Selection Signal Status

Specifies the signal level of the parallel interface.

- High
- Low

Note

❒ Default: *High*

❖ Input Prime

Specifies whether the prime signal is active or inactive when an input prime signal is sent. Normally, you do not need to change this setting.

- Effective
- Invalid

Note

❒ Default: *Invalid*

❖ Bidirectional Comm.

Specifies, for instance, how a printer connected to the parallel interface responds to a status request. If you experience problems using another manufacturer's printer, set this to Off.

Limitation

❒ If set to Off, asynchronous communication will not work.

- On
- Off

Note

❒ Default: *On*

❖ Signal Control

Specifies how to handle any errors that occur when printing from a computer or sending faxes. Normally, you do not need to change this setting.

- Job Acceptance Priority
- Printer Priority

Note

❒ Default: *Job Acceptance Priority*

Specifications

This section contains the machine's electrical and hardware specifications, including information about its options.

Component	Specifications
Resolution	PCL 6 : 600 dpi PCL 5e: 300 dpi, 600 dpi RPCS™ : 300 dpi, 600 dpi PostScript 3 : 300 dpi, 600 dpi
Interface	Standard: • USB 2.0 interface • Ethernet interface (100BASE-TX/10BASE-T) Option: • IEEE 1394 interface • IEEE 802.11b wireless LAN interface • IEEE 1284 parallel interface • Bluetooth™ interface
Network protocol	TCP/IP, IPX/SPX, NetBEUI [*1] , AppleTalk
Printer language	PCL 6, PCL 5e, RPCS, PostScript 3
Fonts	PCL 6/5e : Agfa Monotype Font Manager 35 Intellifonts, 10 TrueType fonts, and 1 Bitmap font Font Manager available. PostScript 3 : 136 fonts (Type 2:24, Type 14:112)
Memory	192MB
Operating systems supported by this machine	Windows 95/98/Me Windows 2000 Windows XP Windows Server 2003 Windows NT 4.0 Mac OS 8.6 to 9.2 Mac OS X
Required network cable	100BASE-TX/10BASE-T shielded twisted-pair (STP, Category/Type5) cable.

[*1] To use NetBEUI, use the SmartDeviceMonitor port.

Options

Limitation

- ❒ Only one optional interface can be installed in the machine at a time. Therefore, the optional IEEE 1394 interface board, the optional IEEE 802.11b interface unit (wireless LAN board), the optional IEEE 1284 interface board and the optional Bluetooth interface unit cannot be installed concurrently.

IEEE 1394 Interface Board Type B

❖ **Transmission spec.:**
IEEE 1394

❖ **Interface:**
IEEE std 1394-1995 compliant
IEEE std 1394a-2000 compliant

❖ **Device class:**
SCSI print (Windows 2000, Windows XP, Windows Server 2003)
IP over 1394 (Windows Me, Windows XP, Windows Server 2003)

❖ **Protocol:**
SBP-2 (SCSI print)
TCP/IP (IP over 1394)

❖ **Interface connector:**
IEEE 1394 (6 pin × 2)

❖ **Required cable:**
1394 interface cable (6 pin x 4 pin, 6 pin x 6 pin)

Important

- ❒ You cannot plug devices together to create loops.
- ❒ Do not use cable that is more than 4.5 meters in length.

❖ **Data transfer speed:**
Maximum 400 Mbps

❖ **Connectable number of devices on a bus:**
Maximum 63

❖ **Allowed cable hops on a bus:**
Maximum 16

❖ **Power supply:**
Non external power supply
Cable Power repeated (IEEE 1394a-2000 compliant)

IEEE 802.11b Interface Unit Type D

❖ **Transmission spec.:**
Based on IEEE 802.11b (wireless LAN)

❖ **Protocol:**
TCP/IP, NetBEUI, IPX/SPX, AppleTalk

Note

❒ SmartDeviceMonitor and Web browser are supported.

❖ **Data transfer speed:**
Auto select from below speed
1Mbps, 2Mbps, 5.5Mbps, 11Mbps

❖ **Frequency range:**

- Inch version:
  2400-2497 MHz (1-11 channels)
- Metric version:
  2400-2497 MHz (1-13 channels)

❖ **Transmittable distance:**
1Mbps 400 m [*1]
2Mbps 270 m [*1]
5.5Mbps 200 m [*1]
11Mbps 140 m [*1]

[*1] These figures are a guideline for outdoor use. In general, the transmittable distance indoors is 10-100 m, depending on environment.

❖ **Transmission mode:**
802.11 ad hoc, ad hoc, and infrastructure mode

IEEE 1284 Interface Board Type A

❖ **Transmission spec.:**
IEEE 1284

❖ **Required cable**
Standard IEEE 1284 compliant Micro Centronics 36 pin cable

BlueTooth Unit Type 2238

Reference

See the manual that comes with optional Bluetooth interface unit.

INDEX

B

BlueTooth Unit Type 2238, 42

C

Canceling a job
  Macintosh, 9
  Windows, 8
Configuration page, 26
Control panel
  Printer Features, adjusting, 23

D

Data In indicator, 17, 21, 22
Display
  error messages, 11

E

Error messages, 11

F

Fonts, 40

H

Host Interface, 33

I

IEEE 1284 Interface Board Type A, 42
IEEE 1394 Interface Board Type B, 41
IEEE 802.11b Interface Unit Type D, 42
Interface, 40

L

List/Test Print, 26

M

Macintosh
  canceling a job, 9
  setting up, printer driver, 7
Maintenance, 29
Memory, 40

N

Network Cable, 40
Network protocol, 40

O

Operating system, 40
Options, 41

P

Paper Input, 26
PCL Menu, 33
Printer driver
  Printer properties, Windows 2000/XP and Windows Server 2003, 4
  Printer properties, Windows 95/98/Me, 3
  Printer properties, Windows NT 4.0, 5
  setting up, Macintosh, 7
Printer Features
  adjusting, 25
  menu, 23
  parameters, 26
Printer Language, 40

R

Resolution, 40

S

Specifications, 40
System, 31

T

Troubleshooting, 11
  error messages, 11
  machine does not print, 15
  other printing problems, 19
  status messages, 11

W

Windows
  canceling a job, 8
Windows 2000/XP and Windows Server 2003
  printer properties, printer driver, 4
Windows 95/98/Me
  printer properties, printer driver, 3
Windows NT 4.0
  printer properties, printer driver, 5

Copyright © 2003

Operating Instructions Printer Reference 2

GB (GB) B683-8630

Operating Instructions

Scanner Reference

1 Network Scanner
2 Preparations for Use as a Network Scanner
3 Setting Originals
4 Sending Scan Files by E-mail
5 Using the Network Delivery Scanner Function
6 Using the Network TWAIN Scanner Function
7 Appendix

For safe and correct use of this machine, please be sure to read the Safety Information in the "Copy Reference" before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- ❒ The manuals provided are specific to machine type.
- ❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- ❒ Three CD-ROMs are provided:
  - CD-ROM 1 "Operating Instructions for Printer/Scanner"
  - CD-ROM 2 "Scanner Driver & Document Management Utilities"
  - CD-ROM 3 "Operating Instructions for General Settings and Facsimile "

❖ General Settings Guide (PDF file - CD-ROM3)

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ Network Guide (PDF file - CD-ROM1)

Describes procedures for configuring the machine and computers in a network environment.

❖ Copy Reference

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ Facsimile Reference <Basic Features>

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ Facsimile Reference <Advanced Features> (PDF file - CD-ROM3)

Describes advanced functions and settings for key operators.

❖ Printer Reference 1

Describes system settings and operations for the machine's printer function.

❖ Printer Reference 2 (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ Scanner Reference (this manual) (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes the installation of DeskTopBinder V2 Lite, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations with DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes the installation of ScanRouter V2 Lite, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PostScript3 Supplement (PDF file - CD-ROM1)
- UNIX Supplement (available from an authorized dealer, or as a PDF file on our Web site)

TABLE OF CONTENTS

Manuals for This Machine i
How to Read This Manual 1
  Symbols 1
  Names of Major Components and Software 1

1. Network Scanner

Outline 3
  E-mail 3
  Network Delivery Scanner 4
  Network TWAIN Scanner 5
Control Panel 6
  Reading the Display and Using Keys 7

2. Preparations for Use as a Network Scanner

Initial Scanner Setup 9
  Scanner Features 9
  Scan Settings 12
  Destination List Settings 13
  Send Settings 14
Installing Software 16
  Auto Run Program 16
  Software for Using a Network TWAIN Scanner 18
  Software for Using the Network Delivery Scanner Function 19
  DeskTopBinder V2 Lite 19
  Software Supplied on CD-ROM 20

3. Setting Originals

Placing Originals 25
  Placing on the Exposure Glass 26
  Placing in the Auto Document Feeder 27
Original Orientation 29
  For E-mail and a Network Delivery Scanner 29
  For a Network TWAIN Scanner 29
Scanning Originals in Several Times using the Exposure Glass 30

4. Sending Scan Files by E-mail

Preparation for Sending by E-mail 31
  E-mail Screen 32
Sending Scan Files by E-mail 33
  Procedure for Sending by E-mail 33
Checking the Status of E-mail 45

5. Using the Network Delivery Scanner Function

Preparation for Delivering 47
Network Delivery Scanner Screen 48
Delivering Scan Files 50
Delivery Procedure 50
Checking the Status of Delivery 60

6. Using the Network TWAIN Scanner Function

Preparation for Using the Network TWAIN Scanner 61
Network TWAIN Scanner Screen 61
Scanning Originals 62
Functions of the TWAIN Driver 64

7. Appendix

Relationship between Resolution and File Size 65
When using the Auto Document Feeder 65
When using the exposure glass cover 65
Max. Number of Addresses Which Can Be Specified 66
Troubleshooting 67
When Scanning Is Not Performed as Expected 67
When the Delivery Function Does Not Work 67
When an Error Message Appears on the Control Panel 68
When an Error Message Appears on the Client Computer 70
Specifications 72

INDEX 73

How to Read This Manual

Symbols

In this manual, the following symbols are used:

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or files might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display panel.

[ ]

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

【 】

Keys on the computer's keyboard.

Names of Major Components and Software

Major components of this machine are referred to as follows in this manual:

- Auto Document Feeder → ADF

The following software products are referred to using a general name:

- DeskTopBinder V2 Lite and DeskTopBinder V2 Professional (optional) → DeskTopBinder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional (optional) → ScanRouter V2 Lite/Professional

Outline

The machine can be used as a network scanner.

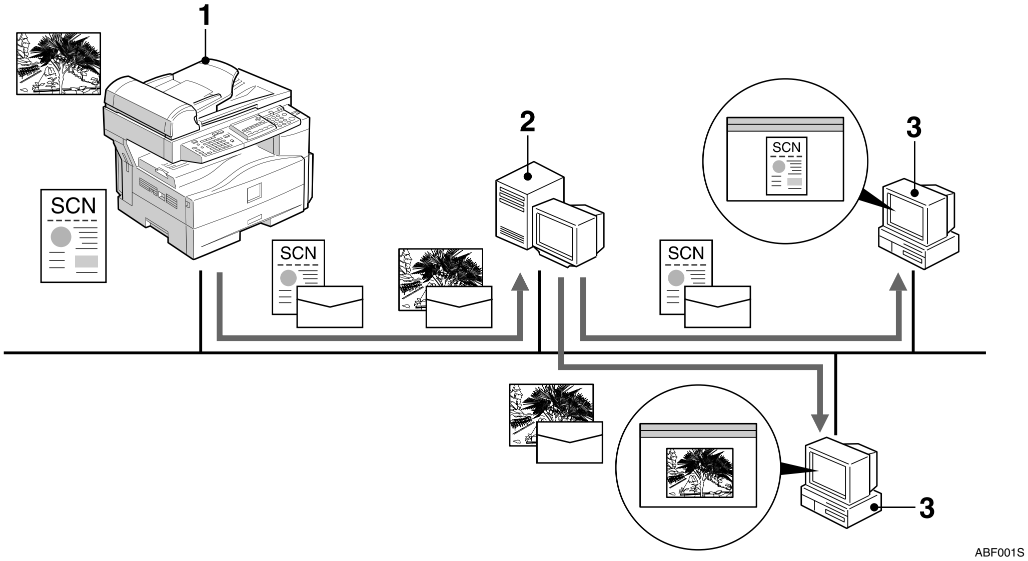
As a network scanner, the machine can send scan files by e-mail, operate as a network delivery scanner, and operate as a network TWAIN scanner.

E-mail

Scan files that are attached to an e-mail can be sent using the e-mail system through a LAN or the Internet.

Reference

p.31 "Sending Scan Files by E-mail"



1. **This machine**

Scan files that are attached to an e-mail can be sent to an e-mail server.

2. **E-mail server**

An e-mail server is the SMTP server used for an e-mail system. It transfers a received e-mail to a specified destination through a LAN or the Internet.

3. **Client computer**

An e-mail with scan files attached is received from the e-mail server using e-mail software.

Check the contents of the file with an application appropriate for the file type.

Network Delivery Scanner

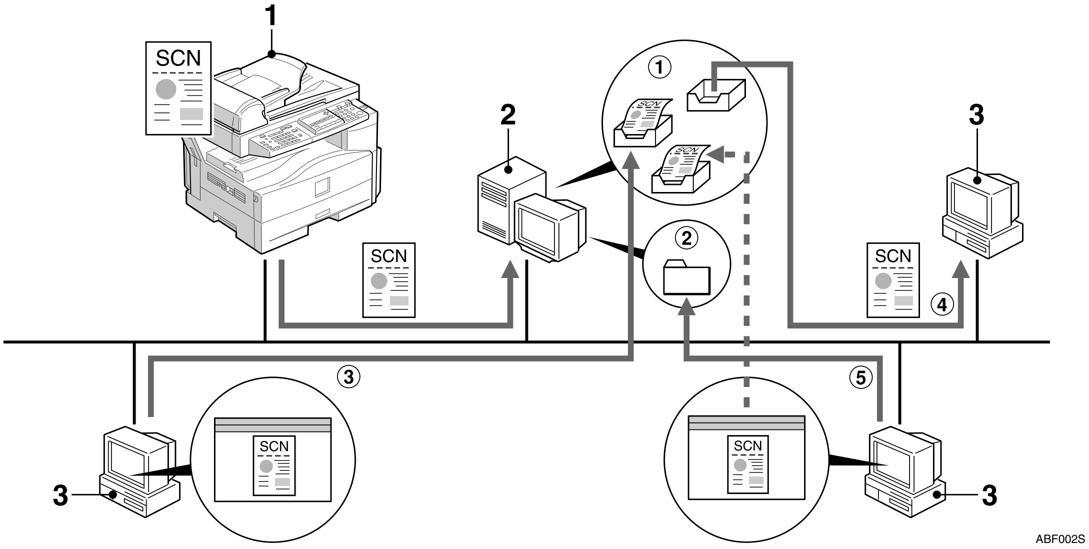
The machine is used as a delivery scanner with ScanRouter V2 Lite/Professional. Scan files are stored in the delivery server and delivered to the folders of client computers on the same network.

Reference

p.47 "Using the Network Delivery Scanner Function"

Note

- ❒ When the optional ScanRouter V2 Professional is used, the machine can also deliver scan files using e-mail, and the files can be viewed from a client computer using a Web browser.



1. This machine

Scan files are sent to the delivery server.

2. Delivery server

ScanRouter V2 Lite/Professional is installed in this computer which is used as a delivery server.

A received file is delivered to the in-tray of the specified destination (① in the figure). According to the settings of the in-tray, the file is stored in the in-tray or in a Windows folder (② in the figure).

3. Client computer

The contents of stored files can be checked in the following ways:

- View the file in the in-tray using DeskTopBinder V2 Lite to check the contents. (③ in the figure)
- Use Auto Document Link to receive the file stored in the in-tray, and check the contents with an application appropriate for the file type. (④ in the figure)
- Access the Windows folder where the file is stored via the network, and check the contents with an application appropriate for the file type. (⑤ in the figure)

Reference

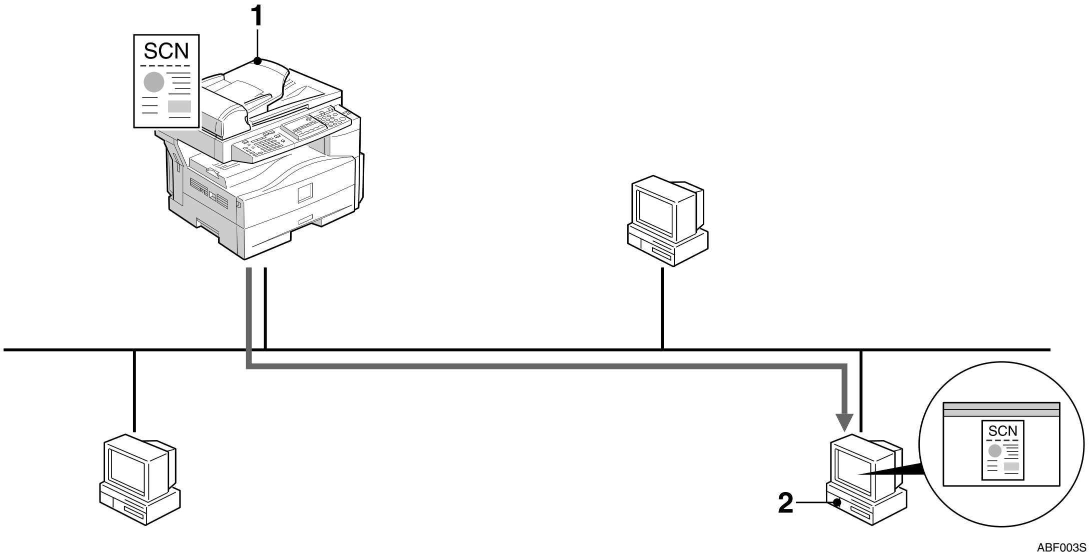
For more information about ScanRouter V2 Lite, DeskTopBinder V2 Lite, or Auto Document Link, see p.i "Manuals for This Machine".

Network TWAIN Scanner

The scanning function of this machine can be used from a client computer via a network (Ethernet, IEEE 1394 (IP over 1394) [optional], or IEEE 802.11b (Wireless LAN) [optional]).

Reference

p.61 "Using the Network TWAIN Scanner Function"



1. This machine

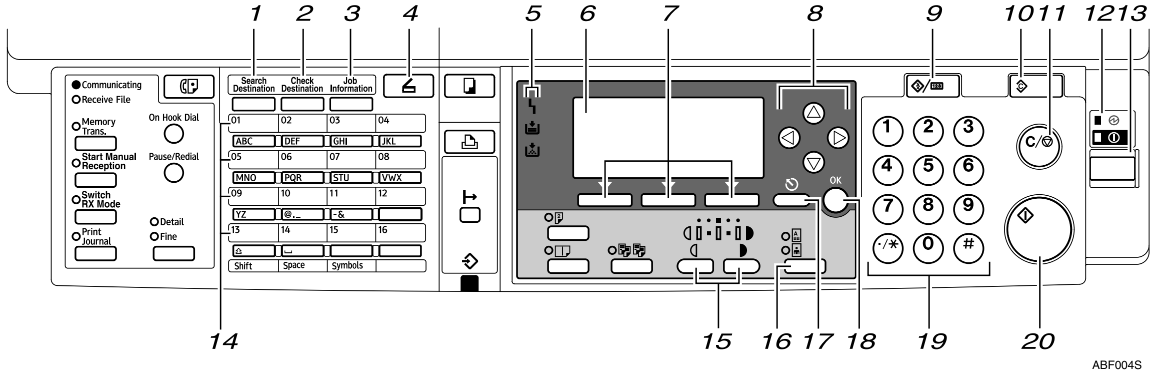
The scanning function of the machine can be used from a client computer via a network.

2. Client computer

Originals are scanned using the TWAIN driver for the machine from an application.

Control Panel

This illustration shows the control panel when options are installed.


1
2
3
4
5
6
7
8
9
10
11
12
13
Communicating
Receive File
Memory Trans.
On Hook Dial
Start Manual Reception
Pause/Redial
Switch RX Mode
Print Journal
Detail
Fine
Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols
OK
C/
14
15
16
17
18
19
20
ABF004S

1. 【Search Destination】 key

Press to search for the destination from the Destination List.

2. 【Check Destination】 key

Press to check the destinations currently selected.

3. 【Job Information】 key

Press to check the status of sent and delivered e-mail.

4. 【Scanner】 key

Press to activate the scanner function.

5. Indicators

Display errors and machine status.

ϟ : Error indicator

⇩: Load Paper indicator

⇩: Add Toner indicator

Reference

For more information, see *Copy Reference*.

6. Display

Displays operation status and messages.

7. Selection keys

Correspond to items on the display. Press to select the corresponding item.

8. Scroll keys

Press to select an item.

【▲】: scroll upward

【▼】: scroll downward

【▶】: scroll right

【◀】: scroll left

9. 【User Tools/Counter】 key

Press to change default or operation parameters according to requirement.

10. 【Clear Modes】 key

Press to clear the current settings.

11. 【Clear/Stop】 key

Clear: clears an entered numeric value.

Stop: stops scanning.

12. Main power indicator and On indicator

The main power indicator lights when the main power switch is turned on. The On indicator lights when the operation switch is on.

13. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

Note

- ☐ This key is inactivate during scanning or while setting scanner defaults.

14. Quick Dial keys

Press to select the registered destination with a single touch, or to enter letters and symbols.

Reference

For more information, see *General Settings Guide*.

Note

❒ You can register up to 16 destinations using the Quick Dial keys.

15. 【Lighter】 and 【Darker】 keys

Press to change the image density setting. Select the image density in three increments, Lighter to Darker.

16. 【Original Type】 key

Press to select the original type registered with **[Type 1(Text):]** or **[Type 2(Photo):]**. When the original type is selected, the corresponding indicator lights.

17. 【Cancel】 key

Press to cancel an operation or return to the previous display.

18. 【OK】 key

Press to set a selected item or an entered numeric value.

19. Number keys

Press to enter numeric values.

20. 【Start】 key

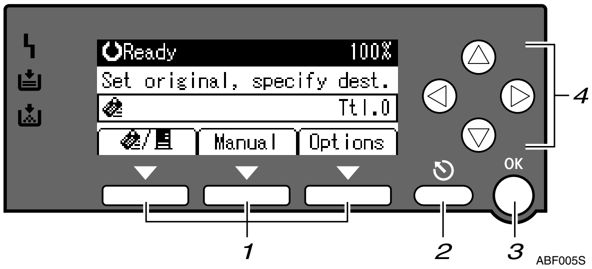
Press to start scanning or sending.

Reading the Display and Using Keys

This section explains how to read the display and use the selection key.

Note

❒ The copy screen is set as the default screen when the machine is turned on. You can change the settings in **[System Settings]**. See *General Settings Guide.*



1. Selection keys

Correspond to items at the bottom line on the display.

Example: The E-mail screen

- When the instruction "press **[✉/▤]**" is given in this manual, press the left selection key.
- When the instruction "press **[Manual]**" is given in this manual, press the centre selection key.
- When the instruction "press **[Options]**" is given in this manual, press the right selection key.

2. 【Cancel】 key

Press to cancel an operation or return to the previous display.

3. 【OK】 key

Press to set a selected item or an entered numeric value.

4. Scroll keys

Press to move the cursor in each direction, step by step.

When the 【▲】, 【▼】, 【▶】, or 【◀】 key appears in this manual, press the scroll key of the same direction.

2. Preparations for Use as a Network Scanner

To use the machine as a network scanner, you must make settings required for use as a scanner as well as basic settings for use in a network.

Reference

First, see *General Settings Guide* for details about how to make basic settings, and then make scanner settings.

For more information about settings for sending by e-mail, see *Network Guide*.

Initial Scanner Setup

This section explains all required settings and procedures for using the machine as a network scanner.

Scanner Features

The settings for using the network scanner functions of the machine are listed below. Make the necessary settings.

Note

- ☐ Make settings for the items marked with ❍ if necessary.

❖ Scan Settings

For explanations of settings, see p.12 "Scan Settings".

Settings			Default		E-mail	Delivery	TWAIN
Scan Settings	Default Scan Settings	Resolution	200dpi		❍	❍	
		Scan Size	A4 ▭		❍	❍	
	Orig. Orientation Priority		▣▣		❍	❍	
	Original Type Setting		Original Type 1 (Text)	Text (Print)	❍	❍	
			Original Type 2 (Photo)	Photo	❍	❍	

❖ Destination List Settings

For explanations of settings, see p.13 "Destination List Settings".

Settings		Default	E-mail	Delivery	TWAIN
Destination List Settings	Destination List Priority	Delivery Server	❍	❍	
	Update Server Dest. List	—		❍	

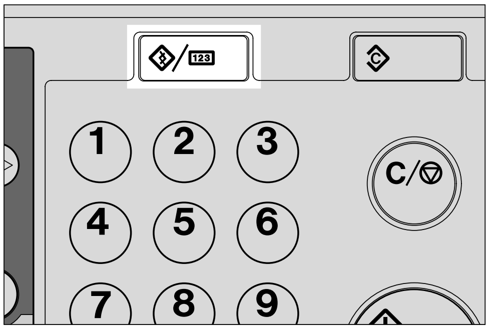
❖ Send Settings

For explanations of settings, see p.14 "Send Settings".

Settings		Default	E-mail	Delivery	TWAIN
Send Settings	TWAIN Standby Time	10 sec.	❍	❍	❍
	File Type Priority	Multi-page:TIFF	❍		
	Compression	On	❍	❍	
	Print&Del. Scanner Journal	On	❍	❍	
	Max. E-mail Size	2048 KB	❍		
	Divide & Send E-mail	On (per max. size)	❍		
	E-mail Informatn. Language	British English	❍		
	Sender's Name Default	None	❍		

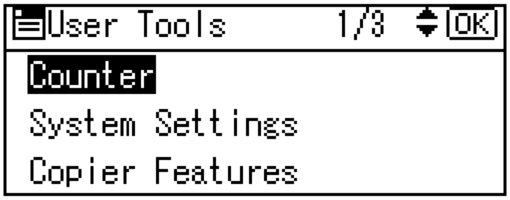
Setting procedure

1 **Press the 【User Tools/Counter】 key.**



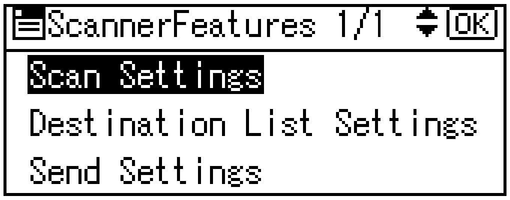
ABF006S

2 **Select [Scanner Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



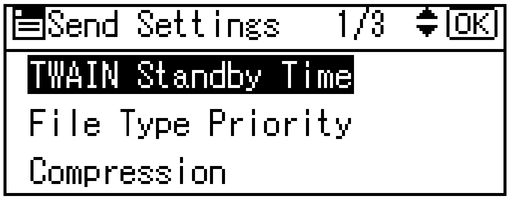
```
User Tools          1/3 ⬍ OK
 Counter
 System Settings
 Copier Features
```

3 **Select a menu using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
ScannerFeatures 1/1 ⬍ OK
 Scan Settings
 Destination List Settings
 Send Settings
```

4 Select a setting using 【▲】 or 【▼】, and then press the 【OK】 key.

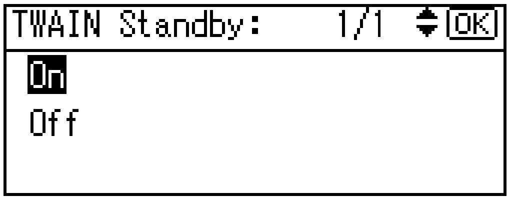


Send Settings 1/3 ⇕ OK
TWAIN Standby Time
File Type Priority
Compression

Example: TWAIN Standby Time setting

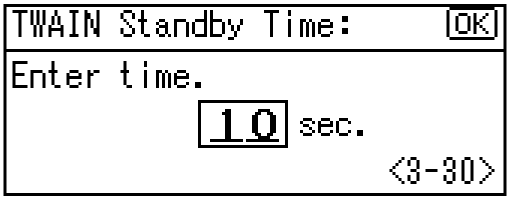
5 Change the settings.

- Select an item using 【▲】 or 【▼】, and then press the 【OK】 key.



TWAIN Standby: 1/1 ⇕ OK
On
Off

- Enter numbers using the number keys, and then press the 【OK】 key.



TWAIN Standby Time: OK
Enter time.
10 sec.
<3-30>

The “`Programmed`” message appears, and then the Send Settings screen returns.

Note

❒ To cancel changing a setting, press the 【Cancel】 key. The setting returns to the previous condition.

6 Press the 【Cancel】 key.

The Scanner Features screen reappears.

7 Repeat steps 3 to 6 to make other settings.

8 Press the 【Cancel】 key.

The main menu appears.

Scan Settings

This section explains how to set the defaults for scan settings.

The scan settings consist of the following. For the list about settings and defaults, see p.9 “Scanner Features”.

❖ Default Scan Settings

Resolution and scan size can be set.

- Resolution
  Select the resolution from 100dpi, 200dpi, 300dpi, 400dpi, or 600dpi.
- Scan Size
  Select the size of the original to be scanned.
  When the size is specified, scanning is performed for that size, regardless of the actual size of the original. The following sizes can be selected:
  A4▭, A5▯▭, B5JIS▭ (Japanese Industrial Standard), $8^{1}/_{2} \times 14$▭, $8^{1}/_{2} \times 13$▭, $8^{1}/_{2} \times 11$▭, $5^{1}/_{2} \times 8^{1}/_{2}$▯▭, Custom Size

Note

- ❐ When the ADF is not installed, $8^{1}/_{2} \times 14$▭ and $8^{1}/_{2} \times 13$▭ are unavailable and not displayed on the screen.
- ❐ When **[Custom Size]** is selected, the dimensions of the scan area (width and height) can be specified.
- ❐ When selecting **[Custom Size]** for **[Scan Size]**, see p.13 “Selecting a custom size”.

❖ Orig. Orientation Priority

Select the default for original placement orientation. When originals are always positioned the same way, select that orientation as the default to make operation easier.

Reference

p.29 “Original Orientation”

❖ Original Type Setting

Select the original type registered in **[Original Type 1 (Text)]** or **[Original Type 2 (Photo)]**. The original type that can be registered is as follows:

- Text (Print)
  For standard originals containing mainly text (for print)
- Text (OCR)
  For standard originals containing mainly text (for OCR)
- Text/Photo
  For originals containing a mixture of text and photographs
- Photo
  For originals containing photographs and other pictures

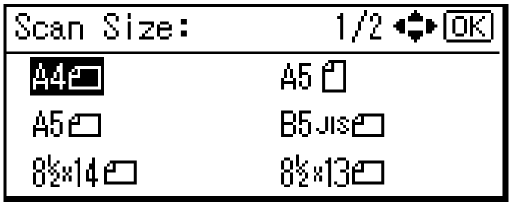
Note

- ❐ You can register “Text (Print)” or ”Text (OCR)” in **[Original Type 2 (Photo)]**, or “Text/Photo” or ”Photo” in **[Original Type 1 (Text)]**.
- ❐ Printer printing is best scanned with Text (Print). Text (OCR) is suitable for higher OCR accuracy.

Selecting a custom size

When selecting **[Custom Size]** as the scan size, follow the procedure below.

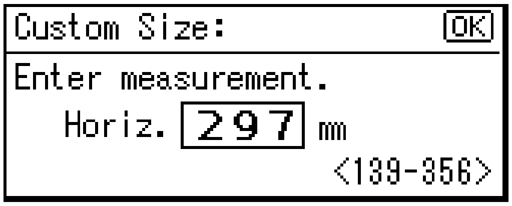
1 **Select [Custom Size] on the Scan Size screen using the scroll keys, and then press the 【OK】 key.**



```
Scan Size:          1/2 ◆ OK
 A4                A5
 A5                B5 JIS
 8½×14             8½×13
```

2 **Enter the width of the original using the number keys.**

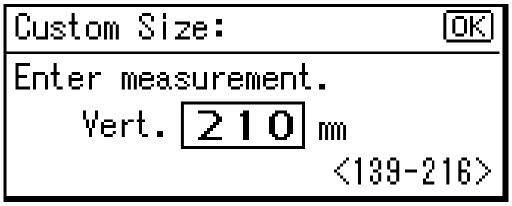
Enter the value in Horiz., and then press the 【OK】 or 【#】 key.



```
Custom Size:               OK
Enter measurement.
    Horiz. 297 mm
                    <139-356>
```

3 **Enter the height of the original using the number keys.**

Enter the value in Vert., and then press the 【OK】 or 【#】 key.



```
Custom Size:               OK
Enter measurement.
     Vert. 210 mm
                    <139-216>
```

The range of possible dimensions for original sizes is as follows:

❖ **When using the Auto Document Feeder**

- Original Size
  Horiz.: 139 - 356 mm (5.5" - 14.0")
  Vert.: 139 - 216 mm (4.2" - 8.5")

❖ **When using the exposure glass cover**

- Original Size
  Horiz.: 139 - 297 mm (5.5" - 11.6")
  Vert.: 139 - 216 mm (4.2" - 8.5")

The “`Programmed`” message appears, and then the Scan Size screen returns.

4 **Press the 【User Tools/Counter】 key.**

Destination List Settings

This section explains how to set the defaults for the destination list displayed.

The destination list settings consist of the following. For the list about settings and defaults, see p.9 “Scanner Features”.

❖ **Destination List Priority**

Select a destination list to be displayed when the machine is in the initial state. You can select either **[E-mail]** or **[Delivery Server]**.

❖ **Update Server Dest. List**

To update the Delivery Server Destination List, press **[Update Server Dest. List]**.
Ordinarily, the Delivery Server Destination List is automatically updated. This function allows updating at any time.

Send Settings

This section explains how to set the defaults for sending settings and how the machine switches to the network TWAIN scanner function.

The send settings consist of the following. For the list about settings and defaults, see p.9 "Scanner Features".

❖ TWAIN Standby Time

When the machine is being used to send e-mail or functioning as a network delivery scanner, a scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner function. This setting determines the delay until the machine switches to the network TWAIN scanner function.

- When **[Off]** is selected, the machine will switch to the network TWAIN scanner function at once.
- When **[On]** is selected, you can enter the delay time with the number keys (3 - 30 seconds). The machine will switch to the network TWAIN scanner function when the time set here passes after the last key operation.

❖ File Type Priority

Select whether to send the file of scanned originals using a single page or multiple pages.
When sending using multiple pages, select either TIFF or PDF.

❖ Compression

This setting determines whether a scan file is to be compressed.

Note

- ❒ The actual time required for file transfer will vary depending on the file size and network load.
- ❒ Compression reduces the time required for transferring the scan file.

❖ Print&Del. Scanner Journal

Select whether to print the Scanner Journal automatically when the number of delivered e-mails reaches 50.

Important

- ❒ When the main power switch is turned off, all records are deleted.

Note

- ❒ When **[On]** is selected, all records are deleted after printing. When **[Off]** is selected, records that exceed the limit are automatically deleted from the oldest records.

❖ Max. E-mail Size

Select whether the size of an e-mail with a scan file attached is limited or not.
When **[On]** is selected, enter the size limit (64 - 7168 KB) with the number keys.

Note

- ❒ When the SMTP limits the size, match that setting.

❖ Divide & Send E-mail

This function is effective only when **[On]** is selected for **[Max. E-mail Size]**.

When an e-mail with an attached file exceeds the size specified in **[Max. E-mail Size]**, select whether or not to divide the file and send using more than one e-mail. Select either **[On (per page)]**, **[On (per max. size)]**, or **[Off]**. When **[On (per max. size)]** is selected, enter the maximum number of divisions (2-130) with the number keys.

Note

- ❒ When **[Multi-page:TIFF]** or **[Multi-page:PDF]** is selected for **[File Type Priority]**, an attached scan file will not be divided even if **[On (per page)]** is selected.
- ❒ When **[On (per max. size)]** is selected, some received files may not be able to be restored, depending on the type of e-mail software.
- ❒ When **[Off]** is selected, the e-mail is not sent if its size exceeds the limit, and an error message appears. The scan file is discarded.
- ❒ Set the maximum e-mail size within the capacity of the SMTP server.

❖ E-mail Informatn. Language

Select a language for E-mail Information Language for message, date, key operator's e-mail address to be sent.

Select one of the following 20 languages: British English, American English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese, Russian, and Hangul.

Note

- ❒ "E-mail Information Language" is as follows (Example: When **[British English]** is selected): "This E-mail was sent from ", "Scan Date", and "Queries to:". These messages cannot be changed.

❖ Sender's Name Default

Select whether to register an administrator as a sender or to specify a sender each time e-mail is sent. If the key operator code has been set, enter the code with the number keys, and then press the **【OK】** key.

- Select **[None]** to specify the sender each time.
- Select **[Key Op's E-mail Address]** to specify an administrator as the sender.

Important

- ❒ It is recommended that a sender's password be set to prevent the sender's name from being misused.
- ❒ When **[On]** is selected for **[Key Operator Code]** in **[Key Operator Tools]** of **[System Settings]** and **[On: Partial]** is set for the range, enter the key operator code when **[Sender's Name Default]** in **[Send Settings]** of **[Scanner Features]** is selected. For more information about System Settings, see *General Settings Guide*.

Installing Software

The machine comes with three CD-ROMs containing various software.

The CD-ROM labeled “Scanner Driver & Document Management Utilities” contains the necessary software to use the machine as a network scanner. The CD-ROM labeled “Printer Driver & Utilities” contains the necessary software to use the machine as a printer.

This section explains the software to use the machine as a network scanner.

Auto Run Program

When the CD-ROM is inserted into a client computer in Windows 95/98/Me/2000/XP, or Windows NT 4.0, the installer starts automatically (Auto Run) to install the TWAIN driver and various software.

Note

❒ Auto Run might not automatically work with certain operating system settings. In this case, launch “Set up.exe” located in the CD-ROM root directory.

❒ If you want to install the software without using Auto Run, hold down the **【Shift】** key while inserting the CD-ROM. Keep the **【Shift】** key held down until the client computer has finished accessing the CD-ROM.

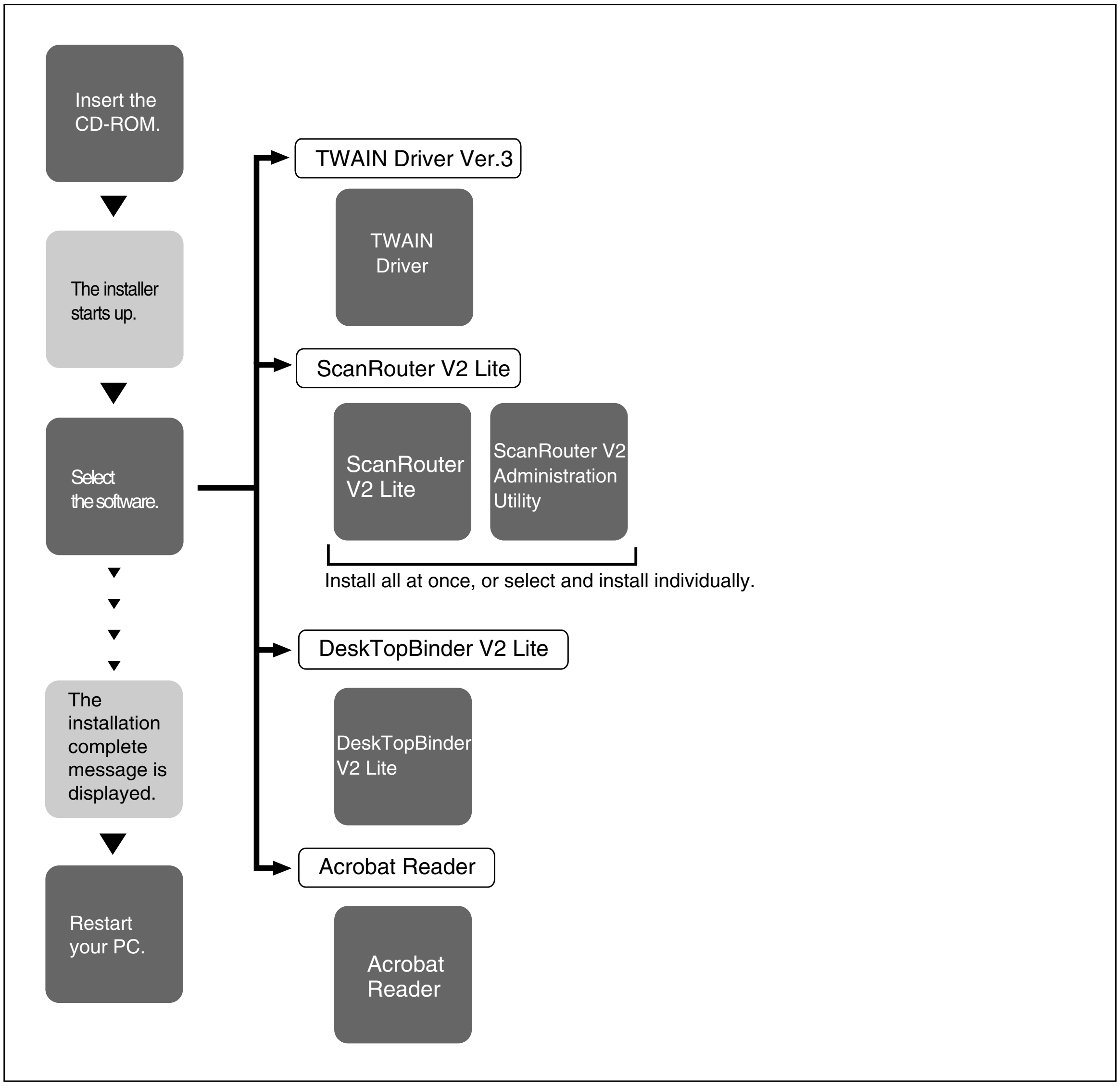
❒ If **[Cancel]** is pressed during installation, the installation will be stopped and all the remaining software will not be installed. If **[Cancel]** has been pressed, reinstall the remaining software after restarting the client computer.

Limitation

❒ For installation in Windows 2000/XP, or Windows NT 4.0, log in as a member of the administrators group.

The installing sequence using Auto Run is as follows.

Installation Sequence


Insert the CD-ROM.
The installer starts up.
Select the software.
The installation complete message is displayed.
Restart your PC.
TWAIN Driver Ver.3
TWAIN Driver
ScanRouter V2 Lite
ScanRouter V2 Lite
ScanRouter V2 Administration Utility
Install all at once, or select and install individually.
DeskTopBinder V2 Lite
DeskTopBinder V2 Lite
Acrobat Reader
Acrobat Reader

ZHSY070E

For information about the software that can be installed by Auto Run, see p.20 “Software Supplied on CD-ROM”.

Software for Using a Network TWAIN Scanner

To use the machine as a network TWAIN scanner, it is essential to install the TWAIN driver.

If you do not have applications that work with TWAIN, it is necessary to also install DeskTopBinder V2 Lite. For information about the installation of DeskTopBinder V2 Lite, see p.19 "DeskTopBinder V2 Lite".

Preparation

Before installation, check the operating environment for the TWAIN driver. See p.20 "TWAIN Driver".

Using Windows 95/98/Me/2000/XP or Windows NT 4.0

Install the TWAIN driver using Auto Run.

1 Start Windows, and then insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the client computer.

The CD-ROM Launcher screen appears.

Reference

If the installer does not start automatically, see p.16 "Auto Run Program".

2 Click [TWAIN Driver].

The Software Setup screen appears.

3 The installer of the TWAIN driver starts. Follow the instructions on the screen.

Note

- ❒ When the installation is complete, a message to prompt you to restart the client computer may appear. In this case, restart the client computer.
- ❒ After the installation is complete, the TWAIN driver can be displayed from the Start → Program menu. Help can also be displayed from here.
- ❒ Be sure to read "Readme.txt" before use.

Software for Using the Network Delivery Scanner Function

To use the machine as a network delivery scanner, it is essential to install ScanRouter V2 Lite on the delivery server. To check an in-tray or retrieve files, it is necessary to install DeskTopBinder V2 Lite on the client computer.

Use Auto Run for installation.

Preparation

Before installation, check the system requirements for the software. See p.20 "Software Supplied on CD-ROM".

1 Start Windows, and then insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the client computer.

The CD-ROM Launcher screen appears.

2 Click the key of the software to be installed.

- Click **[ScanRouter V2 Lite]**, and then the ScanRouter V2 Lite Setup screen appears.
- Click **[DeskTopBinder V2 Lite]**, and then the DeskTopBinder V2 Lite Setup screen appears.

3 Click [ScanRouter V2 Lite] or [DeskTopBinder V2 Lite]. The installer of the software starts. Follow the instructions on the screen.

Reference

For information about the subsequent installation procedure, see *Setup Guide* that can be displayed from the Setup screen of the respective software.

DeskTopBinder V2 Lite

Use Auto Run for installation.

Preparation

Before installation, check the system requirements for DeskTopBinder V2 Lite. See p.21 "DeskTopBinder V2 Lite".

1 Start Windows, and then insert the supplied CD-ROM labeled "Scanner Driver & Document Management Utilities" into the CD-ROM drive of the client computer.

The CD-ROM Launcher screen appears.

2 Click [DeskTopBinder V2 Lite].

The DeskTopBinder V2 Lite Setup screen appears.

3 Click [DeskTopBinder V2 Lite]. The installer of the DeskTopBinder V2 Lite starts. Follow the instructions on the screen.

Reference

For information about the subsequent installation procedure, see *Setup Guide* that can be displayed from the Setup screen of DeskTopBinder V2 Lite.

Software Supplied on CD-ROM

List of files

CD-ROM Drive	Wizard for the TWAIN driver and utilities		
	Drivers	Twain	TWAIN driver for Windows 95/98/Me/2000/XP, Windows NT 4.0
	Utility	RouterV2	ScanRouter V2 Lite , ScanRouter V2 Administration Utility
		DeskV2	DeskTopBinder V2 Lite
		Acroread	Acrobat Reader

TWAIN Driver

This driver is required to scan an original on the machine.

To use the machine as a network TWAIN scanner, this driver must be installed.

❖ **File storage folder**

The files are stored in the following folder on the CD-ROM provided with this machine:

`\DRIVERS\TWAIN`

❖ **System requirements**

Limitation

❒ Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not available.

- Hardware
  PC/AT compatible
- CPU
  Pentium or faster (Pentium 150 MHz or faster recommended)
- Operating system
  Microsoft Windows 95 (OSR 2 or later)
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows 2000 Professional
  Microsoft Windows 2000 Server
  Microsoft Windows XP Home Edition
  Microsoft Windows XP Professional
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)

- Memory
  Operating system minimum operation memory + 8 MB (64 MB or more recommended)
- Hard disk space
  100 MB or more
- Display resolution
  800 × 600 pixels, 256 colours or higher
- Network protocol
  TCP/IP

DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is to be installed on the client computers for integration and management of various kinds of files such as scan files, files created with applications, and existing files. This software allows you to use various functions for scan files stored in the Document Server, e.g., viewing stored files. Also, with ScanRouter V2 Lite, you can view the files stored in in-trays of the delivery server or use other functions for stored files.

Reference

See DeskTopBinder V2 Lite Help or the manuals for DeskTopBinder V2 Lite.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine:

`\UTILITY\DESKV2`

❖ System requirements

- Hardware
  PC/AT compatible
- CPU
  Pentium 133 MHz or faster (Pentium II 266 MHz or faster recommended)
- Operating system
  Microsoft Windows 95 (OSR 2 or later)
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows 2000 Professional (Service Pack 1 or later)
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows XP Home Edition
  Microsoft Windows XP Professional
  Microsoft Windows Server 2003 Standard Edition
  Microsoft Windows Server 2003 Enterprise Edition
  Microsoft Windows Server 2003 Web Edition
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
- Memory
  48 MB or more (128 MB or more recommended)

- Hard disk space
  50 MB or more (200 MB or more recommended)
- Display resolution
  800 × 600 pixels, 64K colours or higher
- Network protocol
  TCP/IP

❖ Software installed with DeskTopBinder V2 Lite

- Auto Document Link
  Auto Document Link on the client computer monitors in-trays of the delivery server. In addition, the files delivered to in-trays can be retrieved or notification of the arrival of a file can be received at the client computer with this software.
- Function Palette
  Function Palette allows you to use functions such as the network TWAIN scanner, printing, printing preview, sending files by e-mail, or sending faxes without starting DeskTopBinder V2 Lite. You must make settings in advance in the **[Extended Features...]** to use Function Palette. See the DeskTopBinder V2/Lt manuals for more information.
- Extended Features Wizard
  You can make settings equivalent to the settings made with **[Extended Features...]** of the **[Tools]** menu with Extended Features Wizard. See the DeskTopBinder V2/Lt manuals for more information.

ScanRouter V2 Lite

ScanRouter V2 Lite is to be installed on the delivery server. Scan files can be sorted in the delivery server, stored in specified in-trays, or saved in folders of client computers on the same network.

Reference

See ScanRouter V2 Lite Help or the manuals for ScanRouter V2 Lite.

❖ File storage folder

The files are stored in the following folder on the CD-ROM provided with this machine:

\UTILITY\ROUTERV2

❖ System requirements

Limitation

- ❒ When installing the software in Windows NT Server or Windows 2000 Server, a stand-alone server must be used. Do not use the primary domain controller or backup domain controller.
- ❒ If you install this software in an operating system, such as Windows NT Workstation and Windows 2000 Professional, in which a client server is not permitted to be used in a network, you may violate the license agreement of Microsoft Corporation.

- Hardware
  PC/AT compatible
- CPU
  Pentium 200 MHz or faster (Pentium II 350 MHz or faster recommended)
- Operating system
  Microsoft Windows 95 (OSR 2 or later)
  Microsoft Windows 98
  Microsoft Windows Millennium Edition
  Microsoft Windows 2000 Professional (Service Pack 1 or later)
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows XP Home Edition
  Microsoft Windows XP Professional
  Microsoft Windows NT Workstation 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Server 4.0 (Service Pack 5 or later)
- Memory
  64 MB or more (128 MB or more recommended)
- Hard disk space
  Minimum free space required for installing: 200 MB

  Note

  ❒ In addition to the space required for installation, the hard disk should have at least 500 MB of free space for files.
- Network protocol
  TCP/IP

❖ Software installed with ScanRouter V2 Lite

- ScanRouter V2 Administration Utility
  ScanRouter V2 Administration Utility manages the delivery system run by ScanRouter V2 Lite.
  You can register destination and sender information for the scan files in the delivery server. In addition, you can perform maintenance for free disk space monitoring, error log recording, and other features of the delivery server.

  Note

  ❒ ScanRouter V2 Administration Utility can be installed not only on the delivery server but also on client computers. To install it, click **[ScanRouter V2 Administration Utility]** on the ScanRouter V2 Lite Setup screen.

3. Setting Originals

This chapter explains the procedure for placing originals on the exposure glass and in the Auto Document Feeder (ADF), and setting the original scan area and orientation according to the placement method.

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made on the control panel and scanner driver must match.

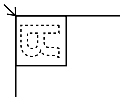
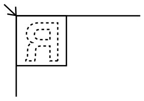
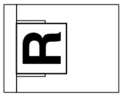
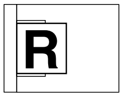
Placing Originals

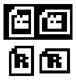
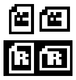
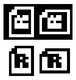
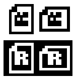
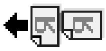
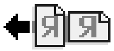
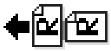
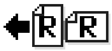
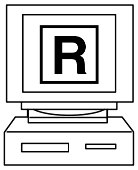
There are two orientations for placing the original. See the table below.

Note

- ❒ Normally, an original is R or R, but in the table below, a square original is used to make original orientation easy to understand. If the actual shape of the original is different, the combination of original orientation and the orientation specified on the control panel or scanner driver does not change.
- ❒ For information about the scan size that can be specified, see p.12 "Default Scan Settings" and p.13 "Selecting a custom size".

❖ Specifying original orientation and setting originals

1 An original to be scanned				
2 Decide the placement method.	Exposure glass		ADF	
3 Place the original. (There are two original orientations.)	Place the original so that the top edge touches the top left of the exposure glass. 	Place the original so that the top edge touches the rear of the exposure glass. 	Place the top edge of the original first. 	Place the original so that the top edge touches the back of the ADF. 

4 Specify the orientation.	When scanning using the e-mail function or the delivery scanner function (Specified on the control panel screen)				
	When scanning using the TWAIN scanner function (Specified in the Scanner Control dialog box)				
5 The original displayed on a computer					

Placing on the Exposure Glass

Originals which do not fit into the ADF, such as sheets with glued-on parts, books, etc., can be placed directly on the exposure glass for scanning.

Note

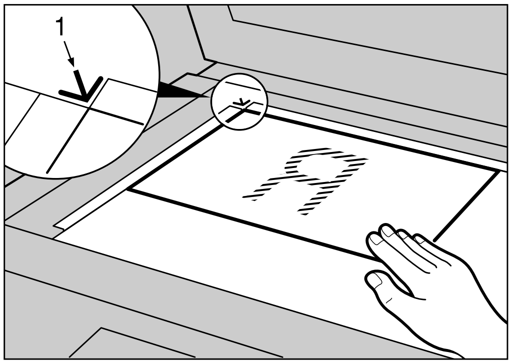
- ❒ For information about the originals which can be placed on the exposure glass, see *Copy Reference*.

1 **Lift the exposure glass cover or the ADF.**

2 **Place the original on the exposure glass with the side to be scanned facing down. Align the original with the back left corner mark.**

There are two original orientations.

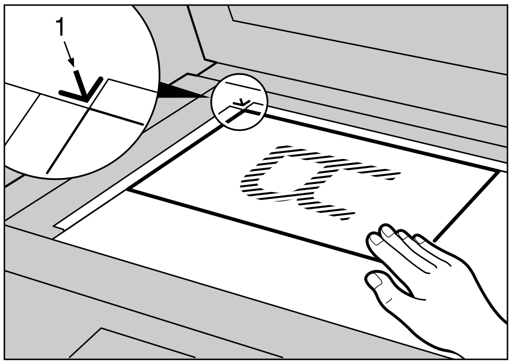
❖ **When placing the original so that the top edge touches the rear of the exposure glass**



1. **Positioning mark**

❖ **When placing the original so that the top edge touches the top left of the exposure glass**

When using the machine as a network TWAIN scanner, this orientation is the standard setting for the TWAIN driver. Normally, use this orientation for placing originals.



ABF008S

1. **Positioning mark**

3 **Lower the exposure glass cover or the ADF.**

4 **Select the original orientation according to the orientation of the placed original.**

🔎 **Reference**

p.25 "Specifying original orientation and setting originals"

Proceed to p.29 "Original Orientation".

Placing in the Auto Document Feeder

The ADF allows you to place multiple originals at one time.

❖ **Originals that can and cannot be placed in the ADF**

For information about the originals that can and cannot be placed in the ADF, see *Copy Reference*. Attempting to use unsuitable originals in the ADF can lead to a misfeed and damage to the originals. Place such originals directly on the exposure glass.

Important

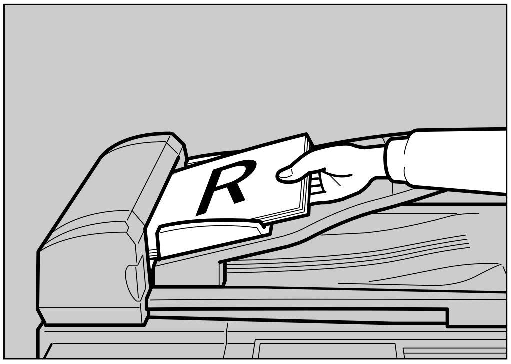
- ❒ For information about placing originals in the ADF, see *Copy Reference*.

1 **Adjust the original guide to match the size of the originals.**

2 **Place the originals with the side to be scanned facing up.**

There are two orientations.

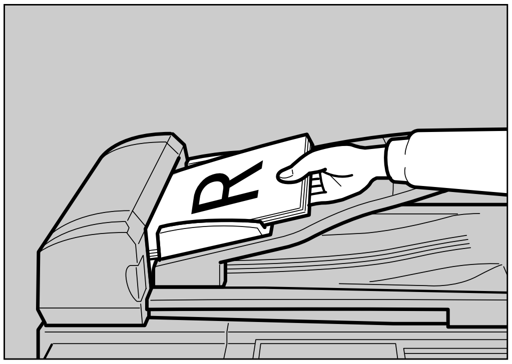
❖ **When placing the originals so that the top edges touch the back of the ADF**



ABF009S

❖ When placing the top edges of the originals first

When using the machine as a network TWAIN scanner, this orientation is the standard setting for the TWAIN driver. Normally, use this orientation for placing originals.



Note

- ❒ Originals are scanned in the inserted order, starting with the topmost page.

3 Select the original orientation according to the orientation of the placed originals.

Reference

p.25 “Specifying original orientation and setting originals”

Proceed to p.29 “Original Orientation”.

Original Orientation

To correctly display the top/bottom orientation of a scanned original on a client computer, original orientation must be set when placing the original.

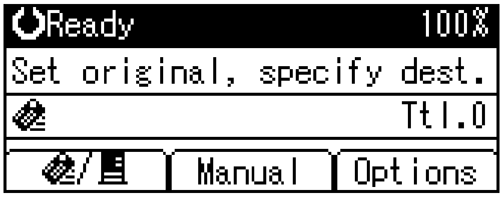
When using the e-mail function or the network delivery scanner function, settings are made on the control panel of the machine. When using the machine as a network TWAIN scanner, settings are made with the TWAIN driver.

Note

- ❒ When an original is smaller than the specified size, a blank space appears in the resulting image.

For E-mail and a Network Delivery Scanner

1 To make settings for original orientation, press [Options].

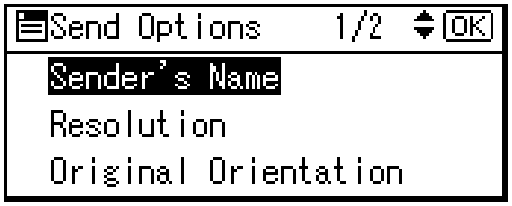


```
Ready                         100%
Set original, specify dest.
                              Ttl.0
          Manual      Options
```

Note

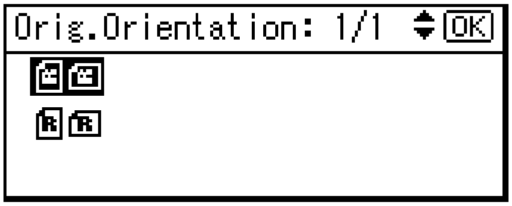
- ❒ The default can be changed using **[Orig. Orientation Priority]** in the initial scan settings. See p.12 "Orig. Orientation Priority".

2 Select [Original Orientation] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Send Options     1/2 ⇕ OK
  Sender's Name
  Resolution
  Original Orientation
```

3 Select the icon for the same orientation as the actual orientation of the original, [ ] or [ ], and then press the 【OK】 key.



```
Orig.Orientation: 1/1  ⇕ OK
```

The "`Accepted`" message appears, and then the Send Option screen returns.

For a Network TWAIN Scanner

1 Open the scanner properties dialog box.

Reference

p.62 "Scanning Originals"

2 Select the position from the [Document] list in the [Document] area.

3 Select [←/←] or [←/←] in the [Orientation:] list.

Reference

p.25 "Specifying original orientation and setting originals"

Scanning Originals in Several Times using the Exposure Glass

1 Place the originals.

Reference

p.25 "Placing Originals"

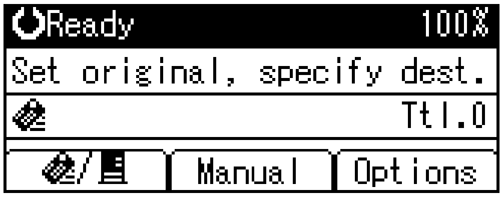
Note

- Originals are scanned in order. Place them from the first page.

2 Make settings for scanning area and original orientation.

Reference

p.29 "Original Orientation"



Ready 100%

Set original, specify dest.

Ttl.0

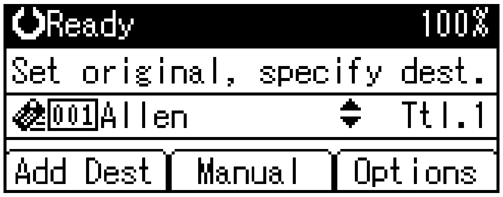
3 Make settings for sending by e-mail or delivering.

Reference

p.33 "Procedure for Sending by E-mail"

p.50 "Delivery Procedure"

4 Press the 【Start】 key.



Ready 100%

Set original, specify dest.

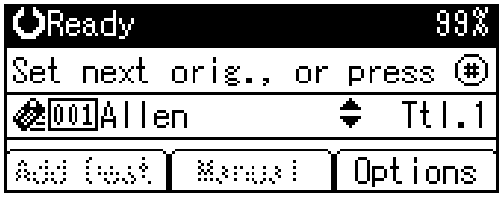
001 Allen Ttl.1

5 When there are additional originals to scan, place them and press the 【Start】 key.

Repeat this step until all originals are scanned.

6 After all originals are scanned, press the 【#】 key.

Sending will start.



Ready 99%

Set next orig., or press #

001 Allen Ttl.1

4. Sending Scan Files by E-mail

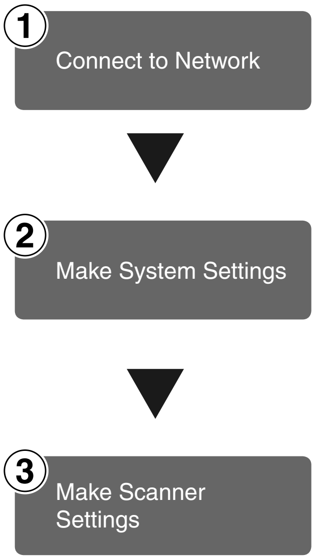
Scan files can be sent from this machine to a specified destination using e-mail. This chapter explains the preparation for sending scan files by e-mail, various display screens, procedures for sending, and how to check the sending result when this function is used.

Preparation for Sending by E-mail

To send by e-mail system, the preparation described below is required.

Note

- ❒ Set up an e-mail server on the network in advance. For information about setting up an e-mail server, see the instruction manuals of the e-mail server to be used and the software to be installed.



Connect the machine to the network with an Ethernet cable or IEEE 1394 (optional) cable, or use Wireless LAN (optional).

See *Network Guide*.

Make the network settings, settings for sending e-mail such as for the SMTP server and TCP/IP, and the destination (sender) settings in System Settings.

See *Network Guide* and *General Settings Guide*.

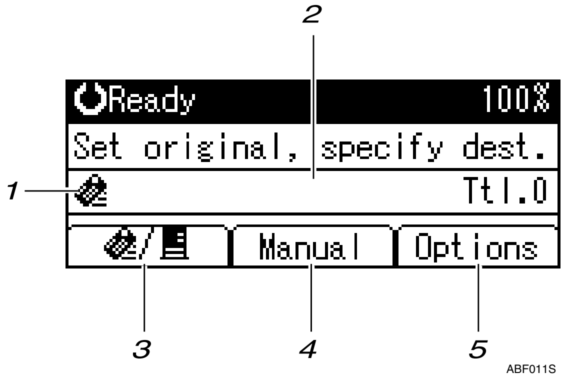
Make settings for sending e-mail such as the file type priority and sender's default.

See p.14 “Send Settings”.

E-mail Screen

These screens are shown when using the machine for e-mail .

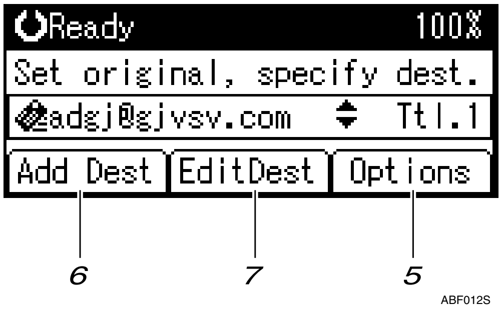
❖ Main display


Ready 100%

Set original, specify dest.

Ttl.0

❖ When a destination is selected


Ready 100%

Set original, specify dest.

adgj@gjvsv.com ⬍ Ttl.1

1. E-mail icon (✉)

Indicates that the E-mail screen is displayed.

2. Destination field

Displays the selected destination. If multiple destinations are selected, the destinations are displayed in the order they were selected by pressing 【▲】 or 【▼】.

Note

- ❒ Press the 【**Check Destination**】 key to check the selected destination.

3. [✉/▤] E-mail/Network Delivery Scanner

Press to switch between the e-mail function and the network delivery scanner function.

4. [Manual]

When specifying a destination that is not registered, press **[Manual]**, and then enter the e-mail address of the destination using the Quick Dial keys.

5. [Options]

Press to make the scan settings such as resolution or scan size, the sender, the subject of the e-mail to be sent, and the file type of the scan file attached to the e-mail if necessary.

6. [Add Dest]

When selecting multiple destinations after a manual entry of an e-mail address, press **[Add Dest]**, and then enter the e-mail address of the destination.

7. [EditDest]

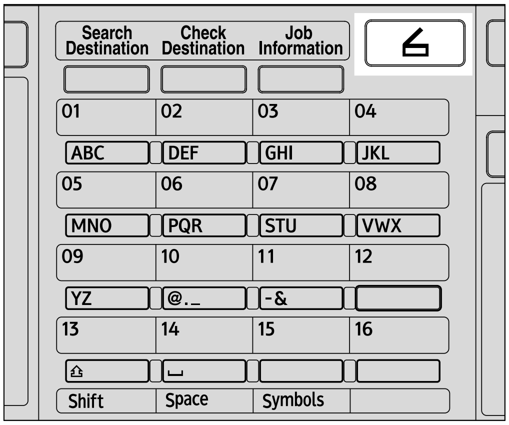
When changing an e-mail address that has been entered, press **[EditDest]**, and then enter the new e-mail address.

Sending Scan Files by E-mail

Procedure for Sending by E-mail

Scan files are sent after specifying scan settings and destinations.

1 **Press the 【Scanner】 key.**


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABF013S

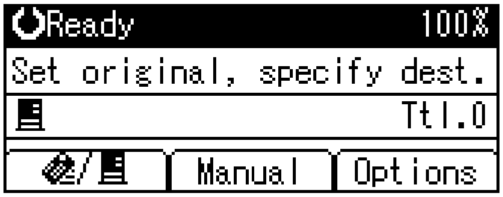
2 **If the user codes are set, enter a user code using the number keys, and then press the 【#】 key.**

The initial scanner screen appears.

Reference

For information about user codes, see *General Settings Guide*.

3 **If the Network Delivery Scanner screen appears, press [✉/▤] to switch to the E-mail screen.**



Ready 100%

Set original, specify dest.

Ttl.0

✉/▤
Manual
Options

The E-mail screen appears.

4 **Make sure that no previous settings remain.**

Note

- ❒ If a previous setting remains, press the 【Clear Modes】 key.

5 **Place the original, and then make the scan settings and settings for orientation if necessary.**

Reference

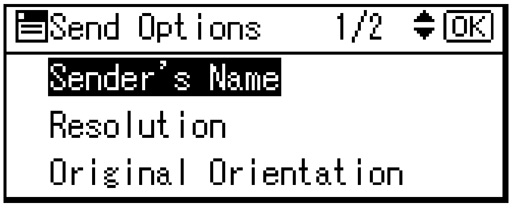
p.12 "Scan Settings"

p.25 "Setting Originals"

Making the settings

❶ **Press [Options].**

❷ **Select items such as [Resolution], [Original Orientation], and [Scan Size] using 【▲】 or 【▼】, and then change their settings.**



Send Options 1/2

Sender's Name

Resolution

Original Orientation

Scan settings can be made in the same way as default scan settings. See p.12 "Scan Settings".

❸ **Press the 【Cancel】 key.**

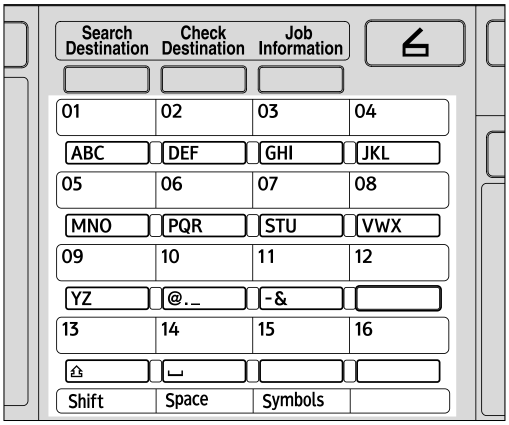
The E-mail screen appears.

6 **Specify the destination**

To specify a destination, you can select it using the Quick Dial key, search for and select it from the Destination List, select it by specifying a registration number, or enter the e-mail address directly.

Using a Quick Dial key to select a destination

❶ **Press the Quick Dial key in which the destination is registered.**

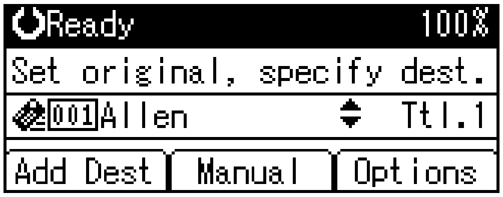

Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABF014S

Reference

For more information about how to register the destination, see *General Settings Guide*.

❷ **To select more destinations, repeat step ❶.**



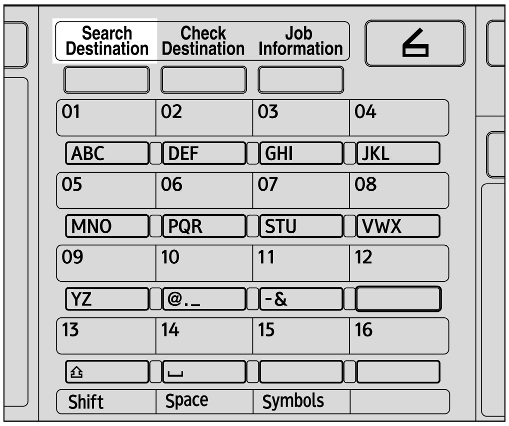
Ready 100%
Set original, specify dest.
001 Allen ⇕ Ttl.1
Add Dest | Manual | Options

Note

❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the **【Clear/Stop】** key.

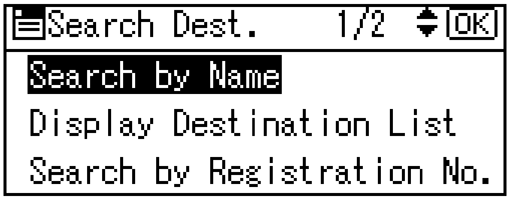
Searching to select a destination by name

❶ **Press the 【Search Destination】 key.**


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

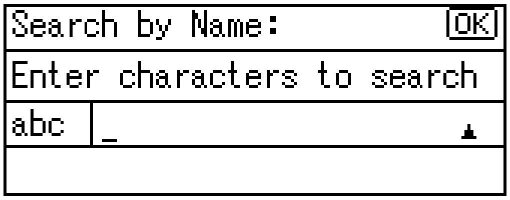
ABF015S

❷ **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Search Dest. 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

❸ **Enter the beginning of the destination name, and then press the 【OK】 key twice.**



Search by Name: OK
Enter characters to search
abc _

Note

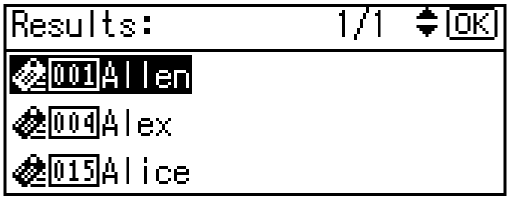
❒ Enter the first character or characters of the destination name.

❒ It is necessary to differentiate between uppercase and lowercase.

Reference

For information about how to enter characters, see *General Settings Guide*.

❹ Select the destination using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Results:          1/1 ⇕OK
001 Allen
004 Alex
015 Alice
```

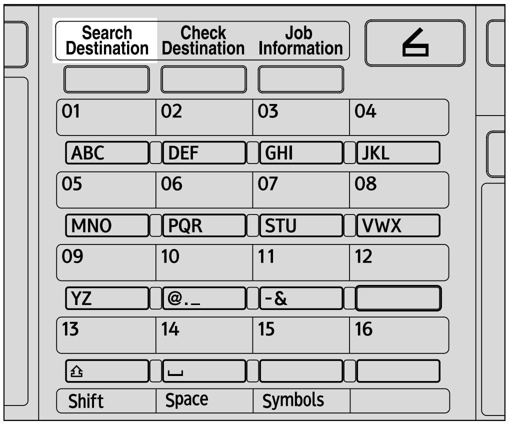
❺ To select more destinations, repeat steps ❶ to ❹.

Note

- ❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

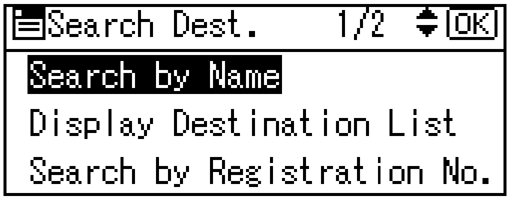
Selecting a destination from Destination List

❶ Press the 【Search Destination】 key.


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

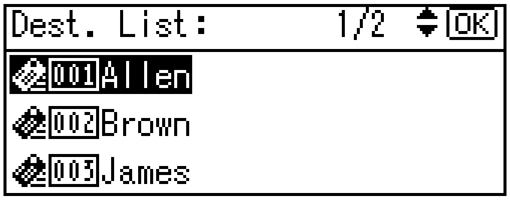
ABF015S

❷ Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Search Dest.      1/2 ⇕OK
Search by Name
Display Destination List
Search by Registration No.
```

❸ Select the destination using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Dest. List:       1/2 ⇕OK
001 Allen
002 Brown
003 James
```

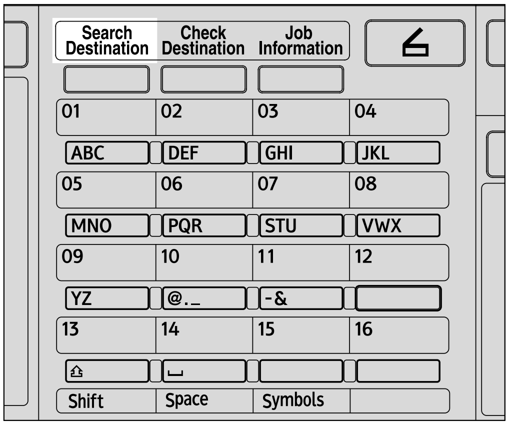
❹ To select more destinations, repeat steps ❶ to ❸.

Note

- ❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

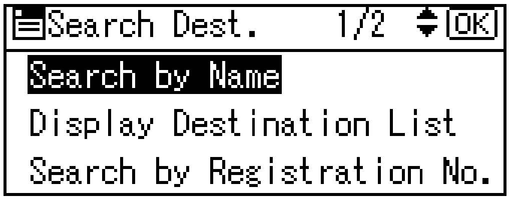
Searching to select a destination by registration number

❶ Press the 【Search Destination】 key.


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

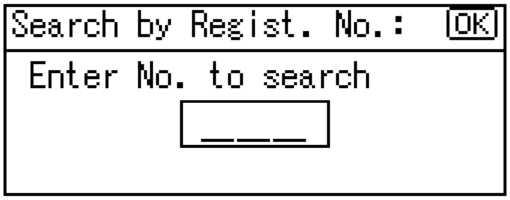
ABF015S

❷ Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.

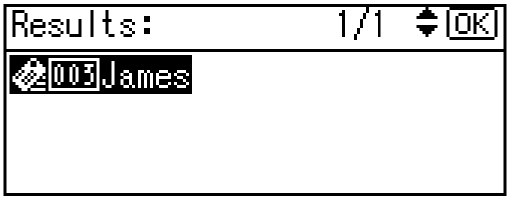


```
Search Dest.      1/2 ⇕OK
Search by Name
Display Destination List
Search by Registration No.
```

❸ Enter a 3-digit registration number that has been assigned to a destination using the number keys, and then press the 【OK】 key.


Search by Regist. No.: OK
Enter No. to search
___

❹ Press the 【OK】 key.


Results: 1/1 OK
003 James

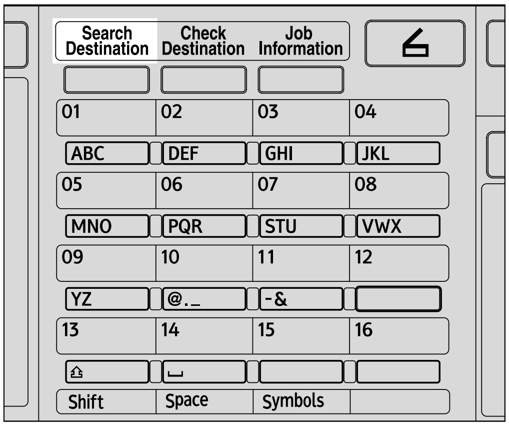
❺ To select more destinations, repeat steps ❶ to ❹.

Note

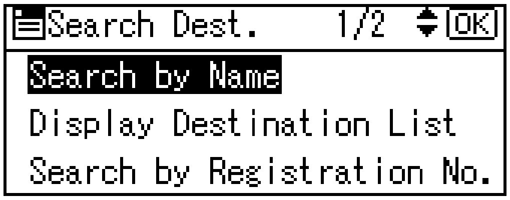
- ❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

Searching to select a destination by e-mail address

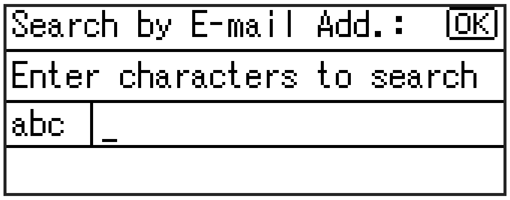
❶ Press the 【Search Destination】 key.


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols
ABF015S

❷ Select [Search by E-mail Address] using 【▲】 or 【▼】, and then press the 【OK】 key.


Search Dest. 1/2 OK
Search by Name
Display Destination List
Search by Registration No.

❸ Enter the beginning of the e-mail address, and then press the 【OK】 key twice.


Search by E-mail Add.: OK
Enter characters to search
abc _

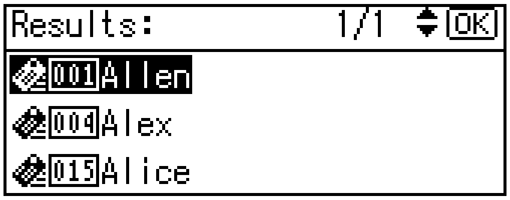
Note

- ❒ Enter the first character or characters of the destination name.
- ❒ It is necessary to differentiate between uppercase and lowercase.

Reference

For information about how to enter characters, see *General Settings Guide*.

❹ Select the destination using 【▲】 or 【▼】, and then press the 【OK】 key.


Results: 1/1 OK
001 Allen
004 Alex
015 Alice

❺ To select more destinations, repeat steps ❶ to ❹.

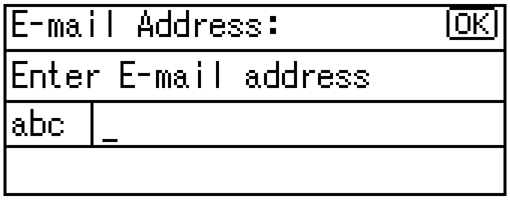
Note

- ❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

Manual entry of an e-mail address

❶ **Press [Manual].**

❷ **Enter the e-mail address.**



E-mail Address: OK
Enter E-mail address
abc _

Note

❒ It is possible to use letters, numbers, and periods. The symbols ()\,;:" cannot be used.

Reference

For information about how to enter characters, see *General Settings Guide*.

❸ **Press the 【OK】 key.**

Note

❒ To change an e-mail address that has been entered, press **[EditDest]**. The E-mail Address screen appears. Enter the new e-mail address, and then press the 【**OK**】 key.

❒ If the entered destination is longer than the Destination field, the address will be omitted and **[...]** is displayed instead.

❹ **To enter more destinations, press [Add Dest], and then repeat steps ❶ to ❸.**

Note

❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【**Clear/Stop**】 key.

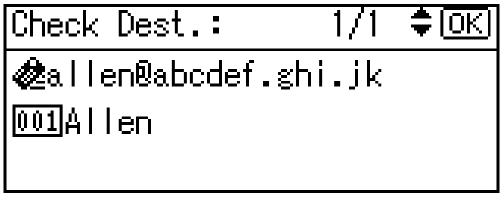
Checking selected destinations

❶ **Check the selected destinations in the Destination field.**

Note

❒ When multiple destinations are selected, the selected destinations are displayed in the order they were selected by pressing 【▲】 or 【▼】.

❒ Press the 【**Check Destination**】 key to check the selected destination.

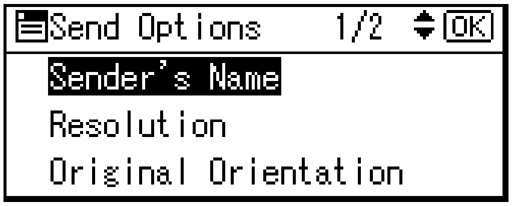


Check Dest.: 1/1 OK
allen@abcdef.ghi.jk
001 Allen

7 **Select the file type if necessary.**

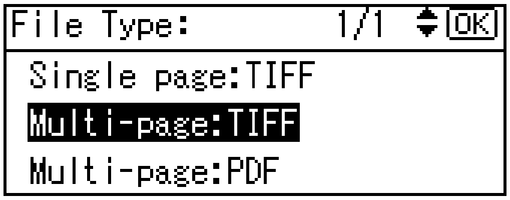
❶ **Press [Options].**

❷ **Select [File Type] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Send Options 1/2 OK
Sender's Name
Resolution
Original Orientation

❸ **Select the file type of the file to be attached to the e-mail using 【▲】 or 【▼】, and then press the 【OK】 key.**



File Type: 1/1 OK
Single page:TIFF
Multi-page:TIFF
Multi-page:PDF

The "`Accepted`" message appears, and then the Send Options screen returns.

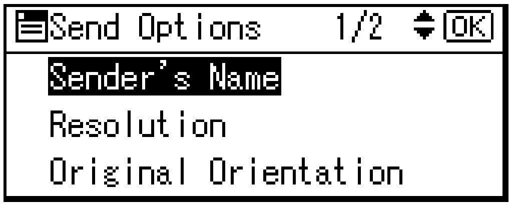
❹ **Press the 【Cancel】 key.**

8 **Specify the e-mail sender.**

To specify a sender, you can select it using the Quick Dial key, search for and select it from the Destination List, or select it by specifying a registration number.

❶ **Press [Options].**

❷ **Select [Sender's Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Send Options 1/2 ⇕ OK

Sender's Name

Resolution

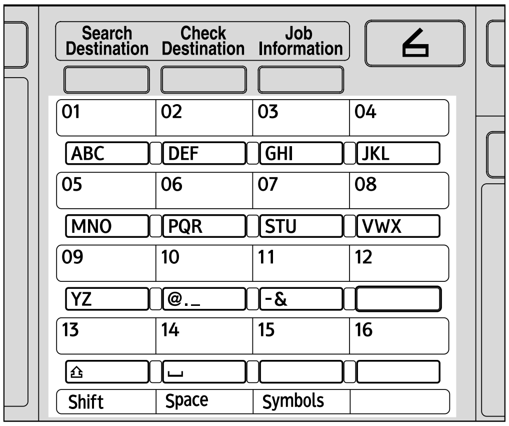
Original Orientation

Note

- ❒ Step 8 can be omitted if **[Key Op's E-mail Address]** is specified for **[Sender's Name Default]** in **[Send Settings]** of **[Scanner Features]**.
- ❒ When a sender is selected, the sender name is automatically placed in the From field of the e-mail so that the sender can be identified by the recipient.
- ❒ To prevent misuse of a sender name, we recommend you set a sender's password for that sender name.
- ❒ Be sure to select or enter a sender name. Otherwise the key operator's e-mail address is used as the sender name. See *General Settings Guide*.

Using a Quick Dial key to select a sender

❶ **Press the Quick Dial key in which the sender is registered.**



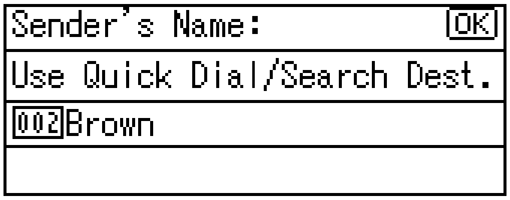
Reference

For more information about how to register the destination, see *General Settings Guide*.

Note

- ❒ When a sender's password is set, a screen for entering the sender's password appears. Enter the sender's password using the number keys, and then press the 【OK】 or 【#】 key. If the password entered is correct, the sender name is displayed.

❷ **Press the 【OK】 key.**



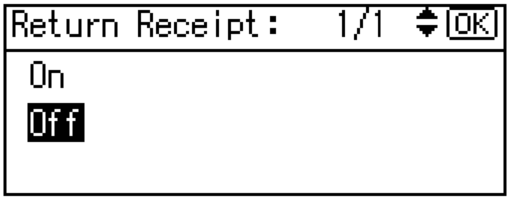
Sender's Name: OK

Use Quick Dial/Search Dest.

002 Brown

The "`Accepted`" message appears, and then the Return Receipt screen returns.

❸ For receiving a return receipt confirmation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.



Return Receipt: 1/1 OK

On

Off

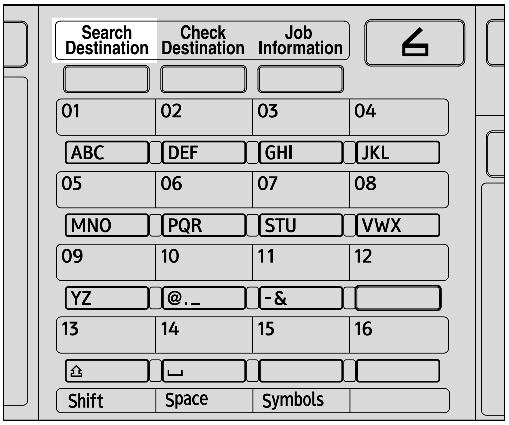
The “`Accepted`” message appears, and then the Send Options screen returns.

Note

- ❒ When **[On]** is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

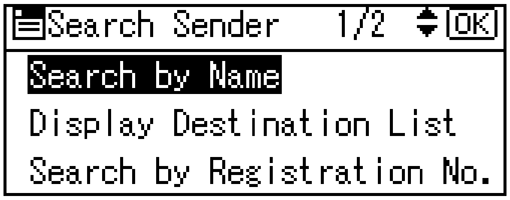
Searching to select a sender by name

❶ Press the 【Search Destination】 key.


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABF015S

❷ Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.



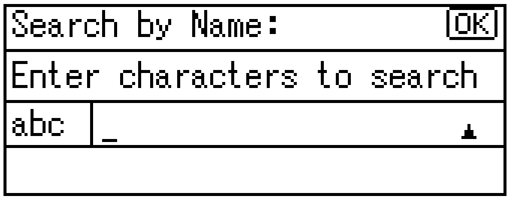
Search Sender 1/2 OK

Search by Name

Display Destination List

Search by Registration No.

❸ Enter the beginning of the sender name, and then press the 【OK】 key twice.



Search by Name: OK

Enter characters to search

abc _

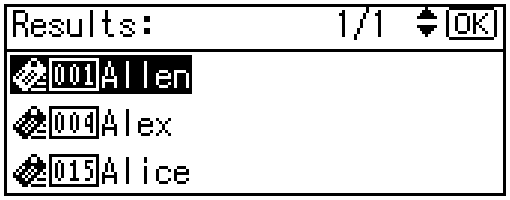
Note

- ❒ Enter the first character or characters of the sender name.
- ❒ It is necessary to differentiate between uppercase and lowercase.

Reference

For information about how to enter characters, see *General Settings Guide*.

❹ Select the sender using 【▲】 or 【▼】, and then press the 【OK】 key.



Results: 1/1 OK

001 Allen

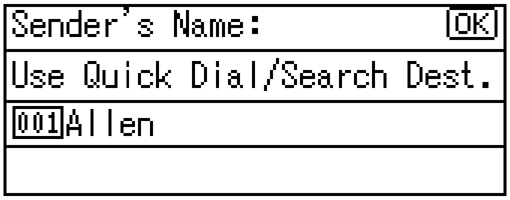
004 Alex

015 Alice

Note

- ❐ When a sender's password is set, a screen for entering the sender's password appears. Enter the sender's password using the number keys, and then press the 【OK】 or 【#】 key. If the password entered is correct, the sender name is displayed.

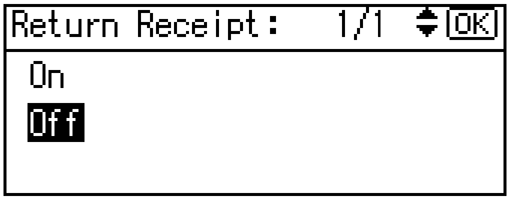
❺ Press the 【OK】 key.



Sender's Name: OK
Use Quick Dial/Search Dest.
001 Allen

The "`Accepted`" message appears, and then the Return Receipt screen returns.

❻ For receiving a return receipt confirmation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.



Return Receipt: 1/1 ⇕ OK
On
Off

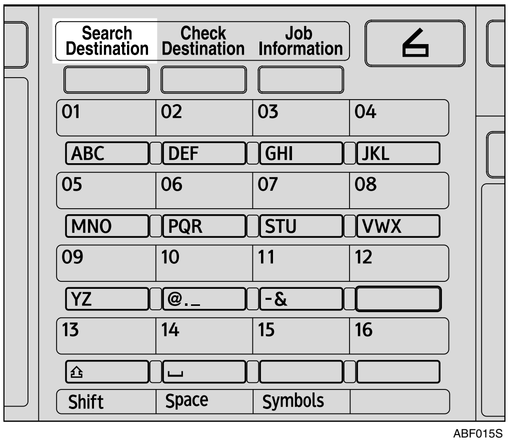
The "`Accepted`" message appears, and then the Send Options screen returns.

Note

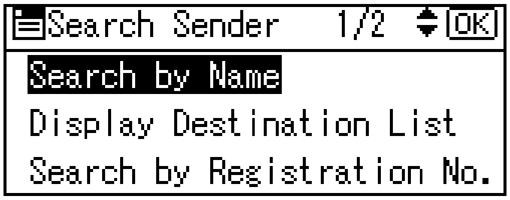
- ❐ When **[On]** is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

Selecting a sender from Destination List

❶ Press the 【Search Destination】 key.

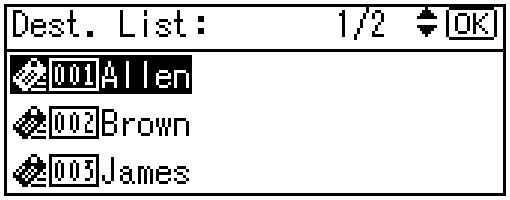

Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols
ABF015S

❷ Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.



Search Sender 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

❸ Select the sender using 【▲】 or 【▼】, and then press the 【OK】 key.

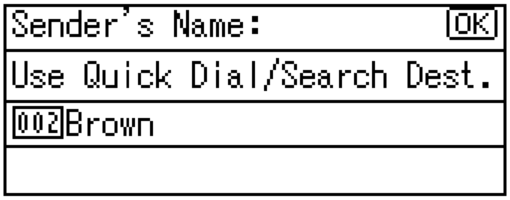


Dest. List: 1/2 ⇕ OK
001 Allen
002 Brown
003 James

Note

- ❐ When a sender's password is set, a screen for entering the sender's password appears. Enter the sender's password using the number keys, and then press the 【OK】 or 【#】 key. If the password entered is correct, the sender name is displayed.

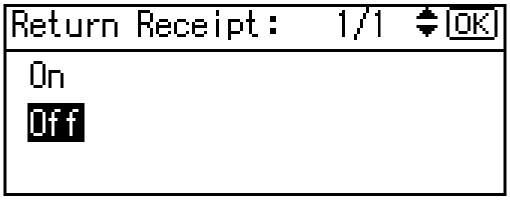
❹ Press the 【OK】 key.



Sender's Name: OK
Use Quick Dial/Search Dest.
002 Brown

The "Accepted" message appears, and then the Return Receipt screen returns.

❺ For receiving a return receipt confirmation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.



Return Receipt: 1/1 ⬍ OK
On
Off

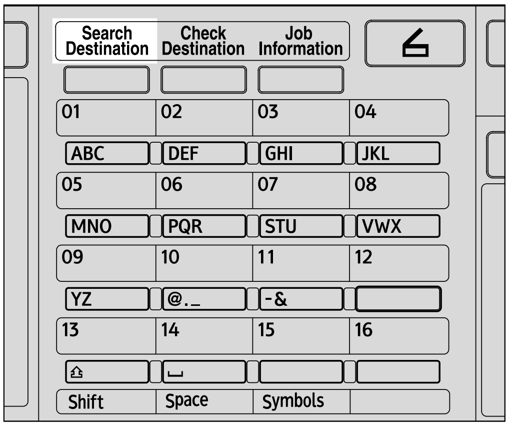
The "Accepted" message appears, and then the Send Options screen returns.

Note

- ❒ When [On] is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

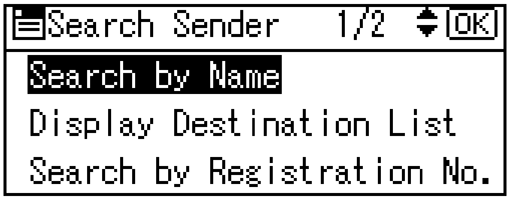
Searching to select a sender using a registration number

❶ Press the 【Search Destination】 key.


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

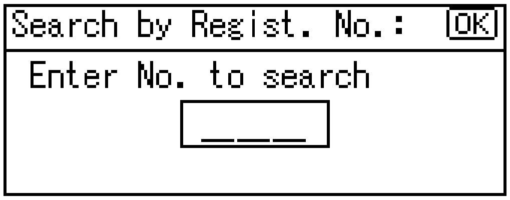
ABF015S

❷ Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.



Search Sender 1/2 ⬍ OK
Search by Name
Display Destination List
Search by Registration No.

❸ Enter a 3-digit registration number that has been assigned to a sender using the number keys, and then press the 【OK】 key twice.

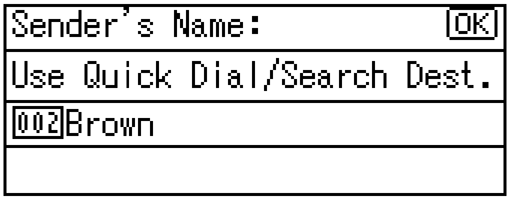


Search by Regist. No.: OK
Enter No. to search
___

Note

- ❒ When a sender's password is set, a screen for entering the sender's password appears. Enter the sender's password using the number keys, and then press the 【OK】 or 【#】 key. If the password entered is correct, the sender name is displayed.

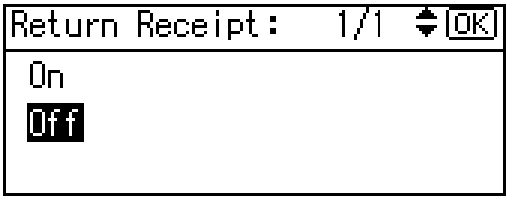
❹ **Press the 【OK】 key.**



Sender's Name: OK
Use Quick Dial/Search Dest.
002 Brown

The "`Accepted`" message appears, and then the Return Receipt screen returns.

❺ **For receiving a return receipt conformation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Return Receipt: 1/1 ⬍ OK
On
Off

The "`Accepted`" message appears, and then the Send Options screen returns.

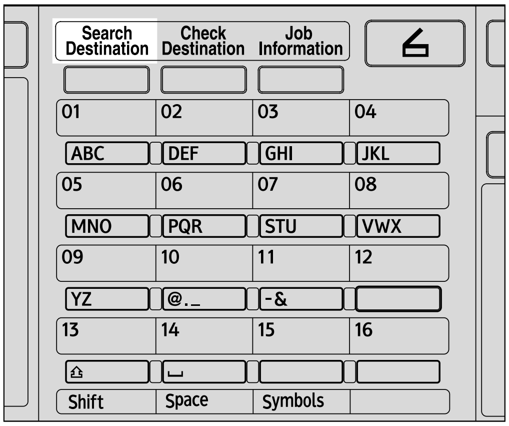
Note

- ❒ When **[On]** is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

❻ **Press the 【Cancel】 key.**

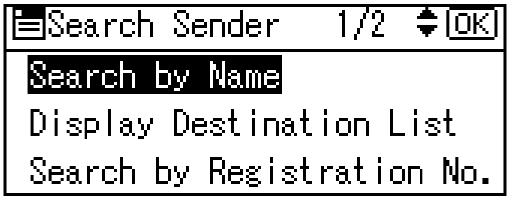
Searching to select a sender by e-mail address

❶ **Press the 【Search Destination】 key.**


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

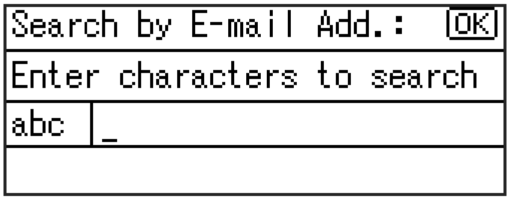
ABF015S

❷ **Select [Search by E-mail Address] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Search Sender 1/2 ⬍ OK
Search by Name
Display Destination List
Search by Registration No.

❸ **Enter the beginning of the sender's e-mail address, and then press the 【OK】 key twice.**



Search by E-mail Add.: OK
Enter characters to search
abc _

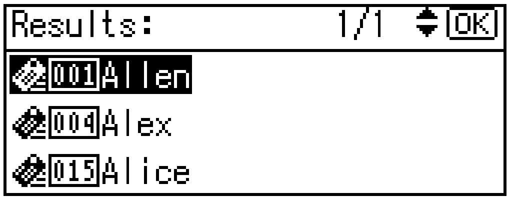
Note

- ❒ Enter the first character or characters of the sender name.
- ❒ It is necessary to differentiate between uppercase and lowercase.

Reference

For information about how to enter characters, see *General Settings Guide*.

❹ **Select the sender using 【▲】 or 【▼】, and then press the 【OK】 key.**

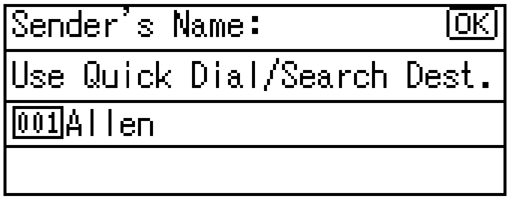


Results: 1/1 ⬍ OK
001 Allen
004 Alex
015 Alice

Note

❒ When a sender's password is set, a screen for entering the sender's password appears. Enter the sender's password using the number keys, and then press the 【OK】 or 【#】 key. If the password entered is correct, the sender name is displayed.

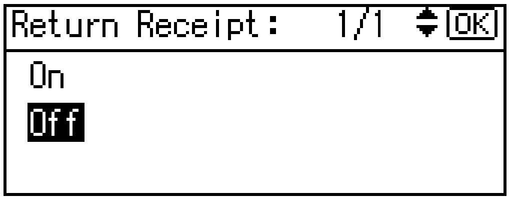
❺ **Press the 【OK】 key.**



Sender's Name: OK
Use Quick Dial/Search Dest.
001 Allen

The "`Accepted`" message appears, and then the Return Receipt screen returns.

❻ **For receiving a return receipt confirmation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Return Receipt: 1/1 ⬍ OK
On
Off

The "`Accepted`" message appears, and then the Send Options screen returns.

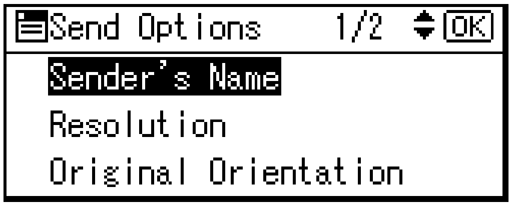
Note

❒ When **[On]** is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

9 Specify a subject if necessary.

❶ **Press [Options].**

❷ **Select [Attach Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Send Options 1/2 ⬍ OK
Sender's Name
Resolution
Original Orientation

Note

❒ When a subject is set, it is added to the scan file. The subject appears automatically in the Subject field of the e-mail.

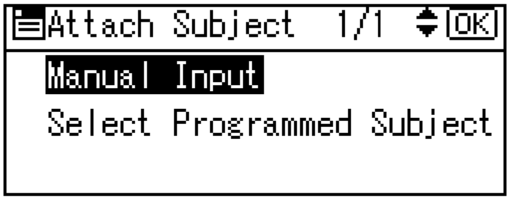
❒ To specify a subject, you can select it from the list, enter it directly, or combine selecting and entering it.

❒ A subject to select from the list must be registered in **[System Settings]** in advance. See *Network Guide*.

❒ A subject can be entered using up to 64 characters.

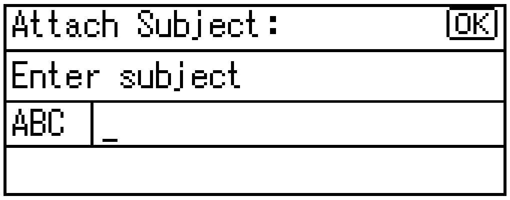
Manual entry of a subject

❶ Select [Manual Input] using【▲】or【▼】, and then press the【OK】key.



```
Attach Subject    1/1 ⬍[OK]
 Manual Input
 Select Programmed Subject
```

❷ Enter a subject, and then press the【OK】key.

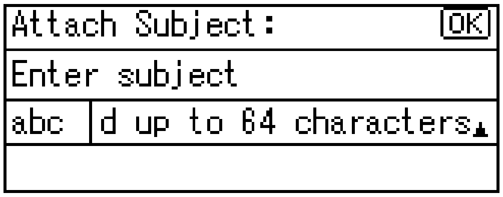


```
Attach Subject:          [OK]
Enter subject
ABC |_
```

The "`Accepted`" message appears, and then the Send Options screen returns.

Note

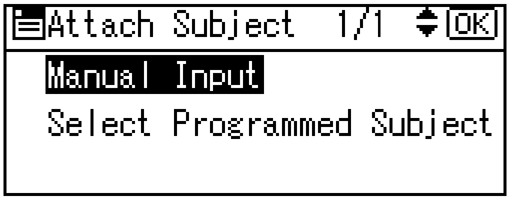
- ❒ When the subject to be entered exceeds 64 characters, "▲" appears.



```
Attach Subject:          [OK]
Enter subject
abc |d up to 64 characters.▲
```

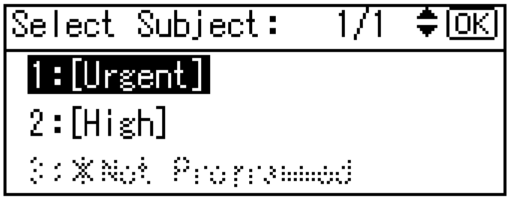
Selecting a subject from the list

❶ Select [Select Programmed Subject] using【▲】or【▼】, and then press the【OK】key.



```
Attach Subject    1/1 ⬍[OK]
 Manual Input
 Select Programmed Subject
```

❷ Select a subject using【▲】or【▼】, and then press the【OK】key.



```
Select Subject:   1/1 ⬍[OK]
 1:[Urgent]
 2:[High]
 3:※Not Programmed
```

The "`Accepted`" message appears, and then the Send Options screen returns.

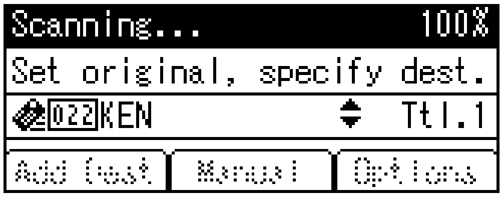
10 Press the【Cancel】key.

The initial scanner screen appears.

11 Press the【Start】key.

Note

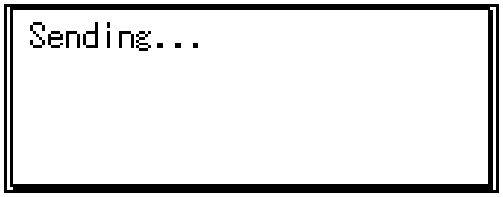
- ❒ The original is scanned and the "`Scanning...`" message appears.



```
Scanning...              100%
Set original, specify dest.
022KEN              ⬍  Ttl.1
Add Dest | Manual | Options
```

  - To interrupt scanning, press the【Clear/Stop】key.

- ❒ The scan file is sent and the "`Sending...`" message appears.



```
Sending...
```

  - While sending a scan file, you cannot do any other job.
  - If sending fails, start the procedure again from the beginning.

Checking the Status of E-mail

The status of the last 50 sendings can be checked. For every new sending record after 50, the oldest record is deleted.

Important

❐ When the main power switch is turned off, all records are deleted.

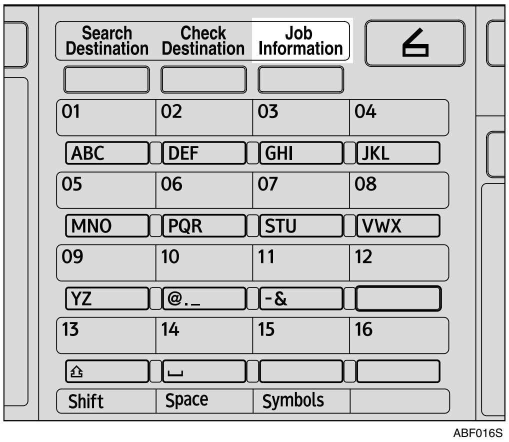
Note

❐ When **[Print&Del. Scanner Journal]** is set to **[On]**, the whole scanner journal is printed when the number of records reaches 50.

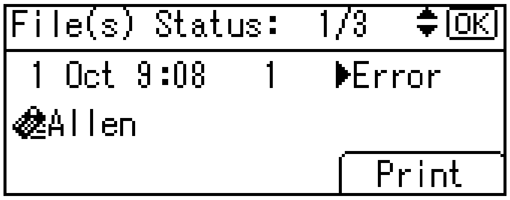
❖ Items that can be checked

- Date/Time
  The date and time the e-mail was sent or the date "Error" was confirmed is displayed.
- Page
  The number of pages of a scan file is displayed.
- Status
  One of the following is displayed: "`Done`" or "`Error`".
- Destination
  The function that was used (e-mail or delivery function) is displayed with an icon. When multiple destinations were selected, the first selected destination is displayed.

1 **Press the 【Job Information】 key.**


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols
ABF016S

2 **Check the displayed records.**



File(s) Status: 1/3 ⇕ OK

1 Oct 9:08 1 ▶Error

Allen

Print

3 **If you want to print the scanner journal, press [Print], and then press the 【Start】 key.**

Note

❐ The whole scanner journal is printed.

4 **Press the 【Cancel】 key.**

The display returns to the E-mail screen.

5. Using the Network Delivery Scanner Function

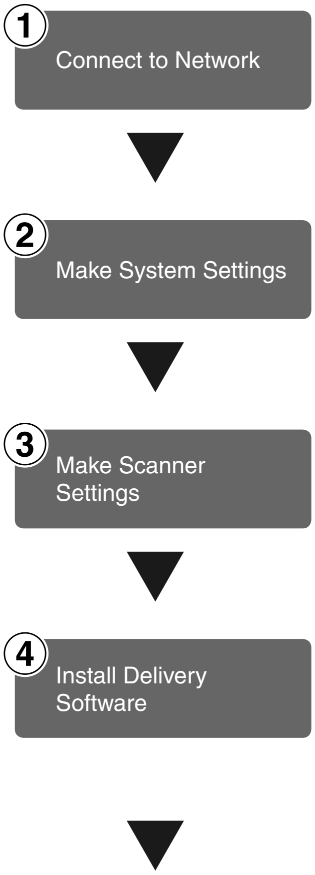
Scan files can be sent to a specified destination using the network delivery scanner function. This chapter explains the preparation sequence, various display screens, delivery procedures, and how to check the delivery result when this function is used.

Important

❒ A delivery server in which ScanRouter V2 Lite/Professional is installed is necessary to use the network delivery scanner function. Information about delivery destinations and senders must be registered first into the delivery server. Also, configure connected devices in **[Set I/O Device]** of ScanRouter V2 Administration Utility. For more information, see ScanRouter V2 Administration Utility Help.

Preparation for Delivering

To use the machine as a network delivery scanner, the preparation described below is required.



Connect the machine to the network with an Ethernet cable, IEEE 1394 (optional) cable, or use Wireless LAN (optional).

See *Network Guide*.

Check the network settings in System Settings, and change if required.

See *Network Guide*.

Make settings for the network delivery scanner function, such as Destination List Settings.

See p.9 “Initial Scanner Setup”.

Install the software required for using the network delivery scanner functions, such as ScanRouter V2 Lite, on the delivery server. After installing the software, make the required settings for server maintenance and delivery service.

See p.22 “ScanRouter V2 Lite”.

⑤ **Set Destination Information, Sender Information, and connected devices**

Use ScanRouter V2 Administration Utility to add destinations, senders, and connected devices.

▼

⑥ **Install Client Computer Software**

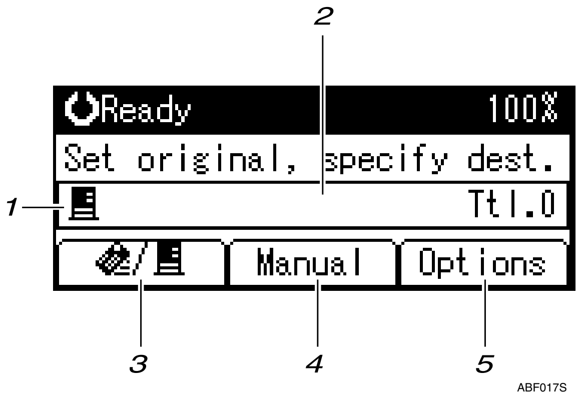
On the client computers, install the application required for viewing or retrieving files by connecting to the delivery server, such as DeskTopBinder V2 Lite.

See p.21 "DeskTopBinder V2 Lite".

Network Delivery Scanner Screen

These screens are shown when using the machine as a network delivery scanner.

❖ Main display

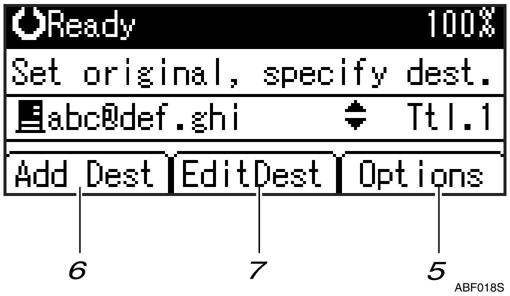


Ready 100%

Set original, specify dest.

▤ Ttl.0

❖ When a destination is selected



Ready 100%

Set original, specify dest.

▤abc@def.ghi ⬍ Ttl.1

1. Network Delivery Scanner icon (▤)

Indicates that the Network Delivery Scanner screen is displayed.

2. Destination field

Displays the selected destination. If multiple destinations are selected, the destinations are displayed in the order they were selected by pressing 【▲】 or 【▼】.

Note

- ❒ Press the **【Check Destination】** key to check the selected destination.
- ❒ Group destinations are denoted by this symbol (👥).

3. [✉/▤] E-mail/Network Delivery Scanner

Press to switch between the network delivery scanner function and the e-mail function.

4. [Manual]

When specifying a destination that is not registered, press **[Manual]**, and then enter the e-mail address of the destination using the Quick Dial keys.

5. [Options]

Press to make the scan settings such as resolution or scan size, the sender, and the subject of the e-mail to be sent.

6. [Add Dest]

When selecting multiple destinations after a manual entry of a e-mail address, press **[Add Dest]**, and then enter the e-mail address of the destination.

7. [EditDest]

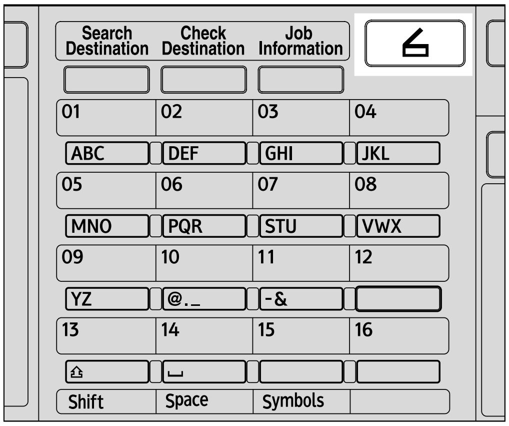
When changing the e-mail address that has been entered, press **[EditDest]**, and then re-enter the e-mail address.

Delivering Scan Files

Delivery Procedure

Scan files are delivered after scan settings and destinations are specified. If necessary, you can select a sender and a subject.

1 **Press the 【Scanner】 key.**



ABF013S

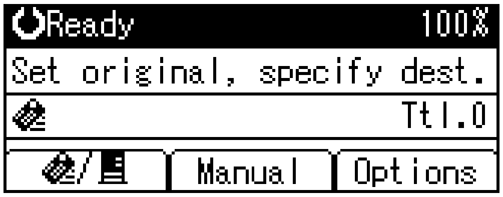
2 **If the user codes are set, enter a user code using the number keys, and then press the 【#】 key.**

The initial scanner screen appears.

Reference

For information about user codes, see *General Settings Guide*.

3 **If the E-mail screen appears, press [✉/▤] to switch to the Network Delivery Scanner screen.**



Ready 100%
Set original, specify dest.
✉ Ttl.0
✉/▤ | Manual | Options

The Network Delivery Scanner screen appears.

4 **Make sure that no previous settings remain.**

Note

- ❒ If a previous setting remains, press the 【Clear Modes】 key.

5 **Place the original in the machine, and then make the scan settings and settings for orientation if necessary.**

Reference

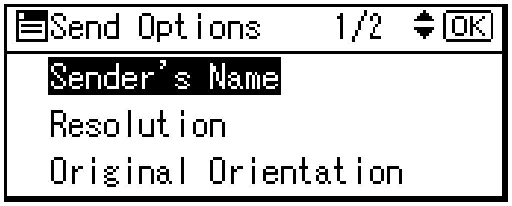
p.12 "Scan Settings"

p.25 "Setting Originals"

Making the settings

❶ **Press [Options].**

❷ **Select items such as [Resolution], [Original Orientation], and [Scan Size] using 【▲】 or 【▼】, and then change their settings.**



Send Options 1/2 ⇕ OK
Sender's Name
Resolution
Original Orientation

Scan settings can be made in the same way as default scan settings. See p.12 "Scan Settings".

❸ **Press the 【Cancel】 key.**

The Network Delivery Scanner screen appears.

6 **Specify the destination.**

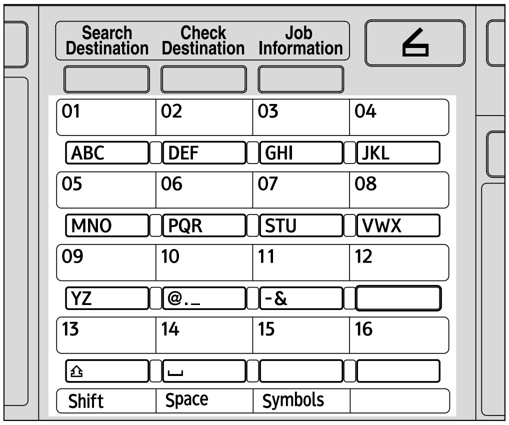
To specify a destination, you can select it using the Quick Dial key, search for and select it from the Destination List, select it by specifying a registration number, or enter the e-mail address directly.

Note

- ❒ When using ScanRouter V2 Lite/Professional, the Destination List is updated automatically.

Using a Quick Dial key to select a destination

❶ **Press the Quick Dial key in which the destination is registered.**

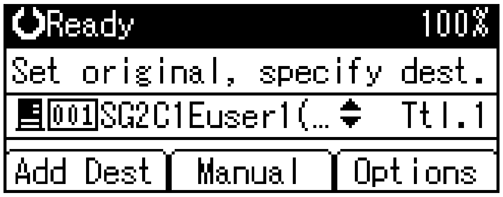

Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABF014S

Reference

For more information about how to register the destination, see *General Settings Guide*.

❷ **To select more destinations, repeat step ❶.**



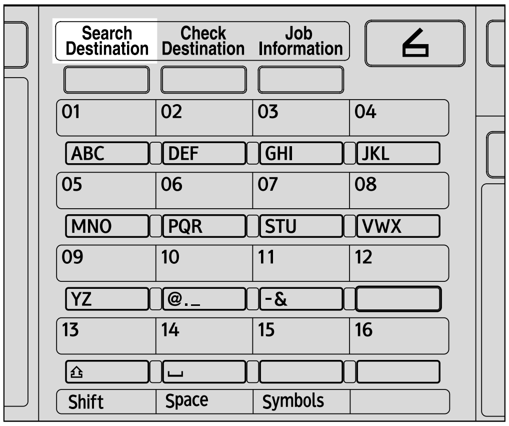
Ready 100%
Set original, specify dest.
001 SG2C1Euser1(… Ttl.1
Add Dest | Manual | Options

Note

- ❒ To deselect a destination, press 【▲】 or 【▼】 to display the Destination in the destination field, and then press the **【Clear/Stop】** key.

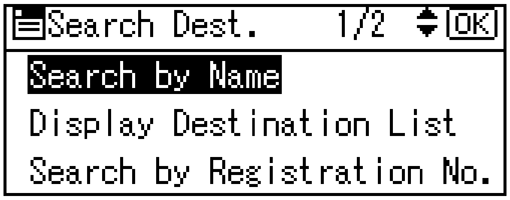
Searching to select a destination by name

❶ **Press the 【Search Destination】 key.**


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

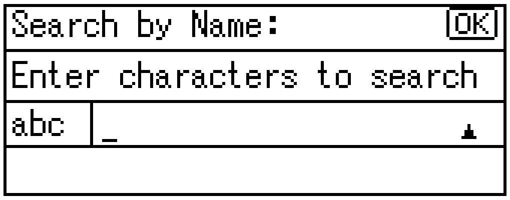
ABF015S

❷ **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Search Dest. 1/2 OK
Search by Name
Display Destination List
Search by Registration No.

❸ **Enter the beginning of the destination name, and then press the 【OK】 key twice.**



Search by Name: OK
Enter characters to search
abc _

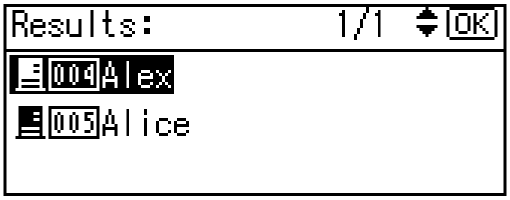
Note

- ❒ Enter the first character or characters of the destination name.
- ❒ It is necessary to differentiate between uppercase and lowercase.

Reference

For information about how to enter characters, see *General Settings Guide*.

❹ **Select the destination using 【▲】 or 【▼】, and then press the 【OK】 key.**



Results: 1/1 ⇕ OK

004 Alex

005 Alice

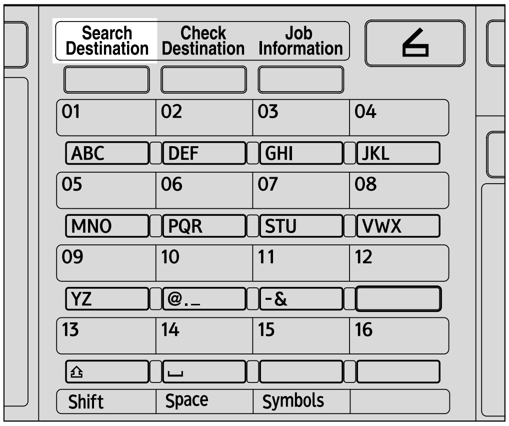
❺ **To select more destinations, repeat steps ❶ to❹.**

Note

❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

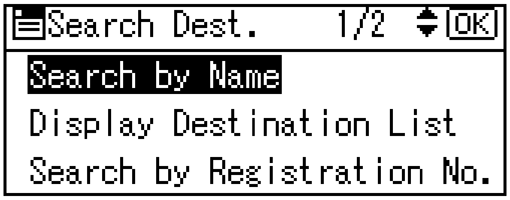
When selecting a destination from Destination List

❶ **Press the 【Search Destination】 key.**


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABF015S

❷ **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**



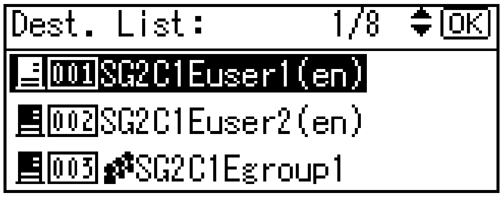
Search Dest. 1/2 ⇕ OK

Search by Name

Display Destination List

Search by Registration No.

❸ **Select the destination using 【▲】 or 【▼】, and then press the 【OK】 key.**



Dest. List: 1/8 ⇕ OK

001 SG2C1Euser1(en)

002 SG2C1Euser2(en)

003 SG2C1Egroup1

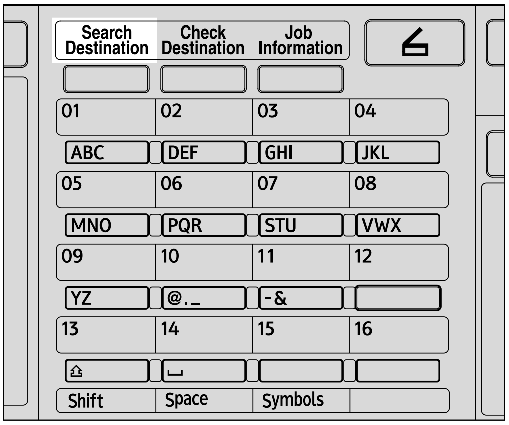
❹ **To select more destinations, repeat steps ❶ to ❸.**

Note

❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

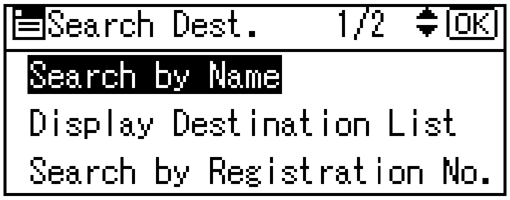
Searching to select a destination by registration number

❶ **Press the 【Search Destination】 key.**


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

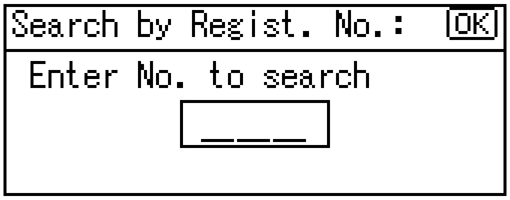
ABF015S

❷ Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.



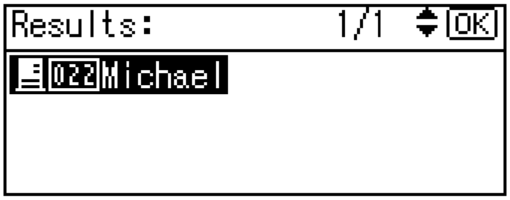
```
Search Dest.      1/2 ⇕ OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

❸ Enter a 3-digit registration number that has been assigned to a destination using the number keys, and then press the 【OK】 key.



```
Search by Regist. No.:  OK
 Enter No. to search
          ___
```

❹ Press the 【OK】 key.



```
Results:          1/1 ⇕ OK
 022Michael
```

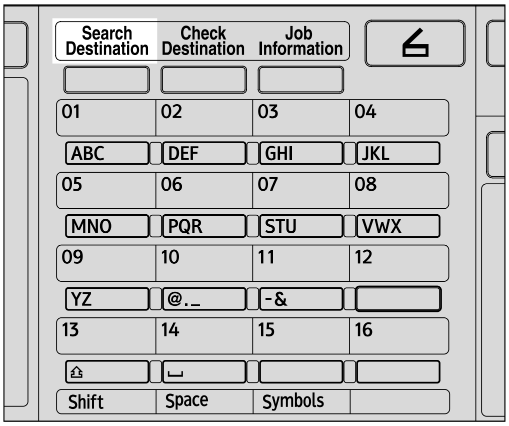
❺ To select more destinations, repeat steps ❶ to ❹.

Note

- To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

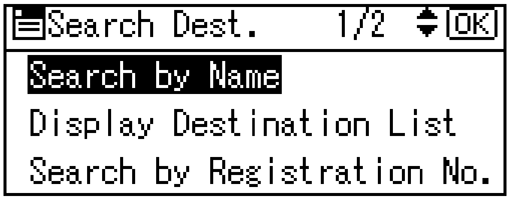
Searching to select a destination by comment

❶ Press the 【Search Destination】 key.


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

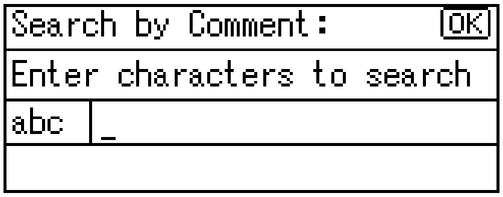
ABF015S

❷ Select [Search by Comment] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Search Dest.      1/2 ⇕ OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

❸ Enter the beginning of the comment, and then press the 【OK】 key twice.



```
Search by Comment:      OK
Enter characters to search
abc | _
```

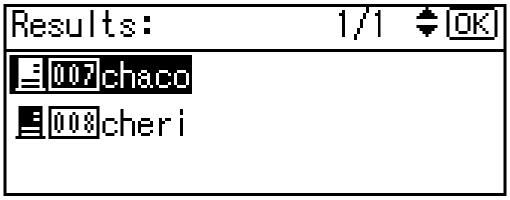
Note

- Enter the first character or characters of the comment.
- It is necessary to differentiate between uppercase and lowercase.

Reference

For information about how to enter characters, see *General Settings Guide*.

❹ Select the destination using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Results:            1/1 ⇕ OK
007chaco
008cheri
```

❺ To select more destinations, repeat steps ❶ to ❹.

Note

- ❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

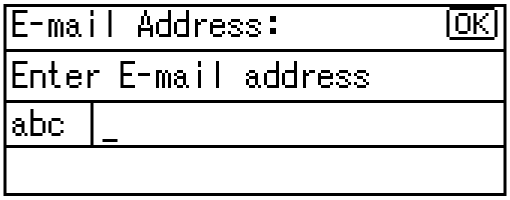
Manual entry of a destination

Note

- ❒ When using ScanRouter V2 Professional, it is possible to enter the e-mail address of the destination directly. However, settings for sending e-mail must be made in advance.

❶ Press [Manual].

❷ Enter the e-mail address.



```
E-mail Address:              OK
Enter E-mail address
abc | _
```

Note

- ❒ It is possible to use letters, numbers, and periods. The symbols ()\,;:" cannot be used.

Reference

For information about how to enter characters, see *General Settings Guide*.

❸ Press the 【OK】 key.

Note

- ❒ To change an e-mail address that has been entered, press **[EditDest]**. The display returns to the E-mail Address screen. Make any changes, and then press the 【OK】 key.
- ❒ If the entered destination is longer than the Destination field, the address will be omitted and **[...]** is displayed instead.

❹ To enter more destinations, press [Add Dest], and then repeat steps ❶ to ❸.

Note

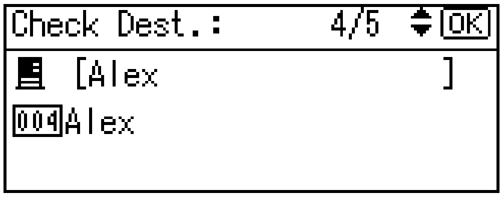
- ❒ To deselect a destination, press 【▲】 or 【▼】 to display the destination in the Destination field, and then press the 【Clear/Stop】 key.

Checking selected destinations

❶ Use the Destination field to check which destinations are selected.

Note

- ❒ When multiple destinations are selected, the selected destinations are displayed in the order they were selected by pressing 【▲】 or 【▼】.
- ❒ Press the 【Check Destination】 key to check the details of the selected destination.



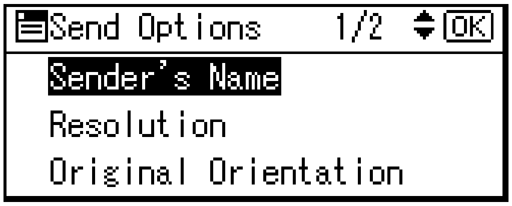
```
Check Dest.:        4/5 ⇕ OK
   [Alex                  ]
004Alex
```

7 Specify the sender (scan file deliver source) if necessary.

To specify a sender, you can search for and select it from the Destination List, or select it by specifying a registration number.

❶ Press [Options].

❷ Select [Sender's Name] using 【▲】 or 【▼】, and then press the 【OK】 key.



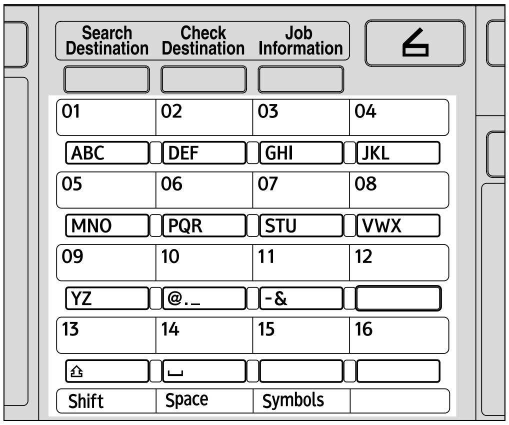
```
Send Options    1/2 ⬍ OK
 Sender's Name
 Resolution
 Original Orientation
```

Note

- ❒ When a sender is selected, the sender name is automatically placed in the From field of the e-mail so that the sender can be identified by the recipient.

Using a Quick Dial key to select a sender

❶ Press the Quick Dial key in which the sender is registered.

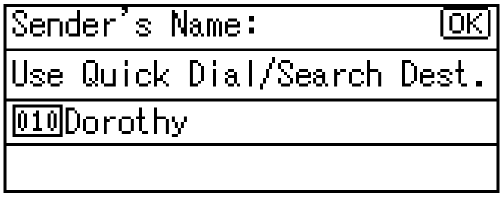

Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABF014S

Reference

For more information about how to register the destination, see *General Settings Guide*.

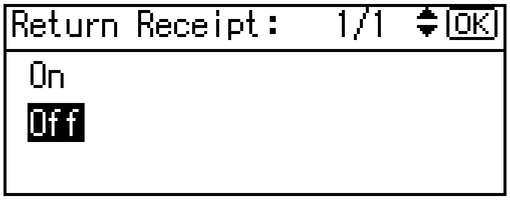
❷ Press the 【OK】 key.



```
Sender's Name:          OK
Use Quick Dial/Search Dest.
010 Dorothy
```

The "`Accepted`" message appears, and then the Return Receipt screen returns.

❸ For receiving a return receipt confirmation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Return Receipt:   1/1 ⬍ OK
 On
 Off
```

The "`Accepted`" message appears, and then the Send Options screen returns.

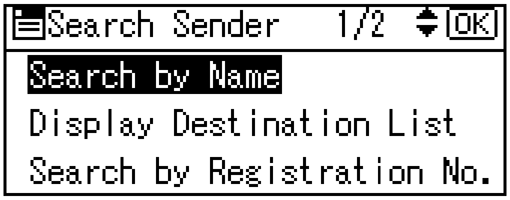
Note

- ❒ When **[On]** is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

Searching to select a sender by name

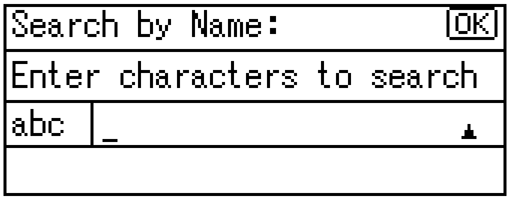
❶ **Press the 【Search Destination】 key.**

❷ **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Search Sender     1/2 ⇕ OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

❸ **Enter the beginning of the sender name, and then press the 【OK】 key twice.**



```
Search by Name:          OK
Enter characters to search
abc |_
```

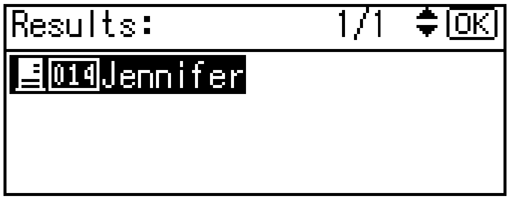
Note

- ❒ Enter the first character or characters of the sender name.
- ❒ It is necessary to differentiate between uppercase and lowercase.

Reference

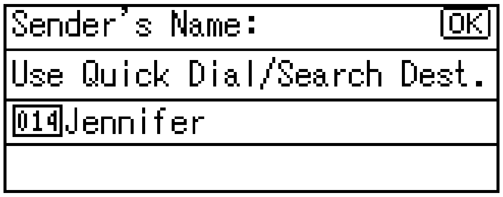
For information about how to enter characters, see *General Settings Guide*.

❹ **Select the sender using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Results:          1/1 ⇕ OK
 014 Jennifer
```

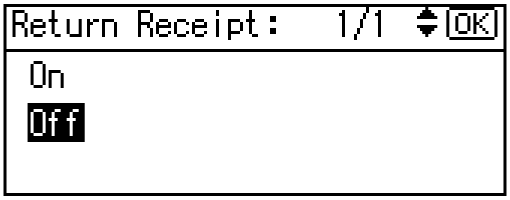
❺ **Press the 【OK】 key.**



```
Sender's Name:           OK
Use Quick Dial/Search Dest.
014 Jennifer
```

The "`Accepted`" message appears, and then the Return Receipt screen returns.

❻ **For receiving a return receipt conformation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Return Receipt:   1/1 ⇕ OK
 On
 Off
```

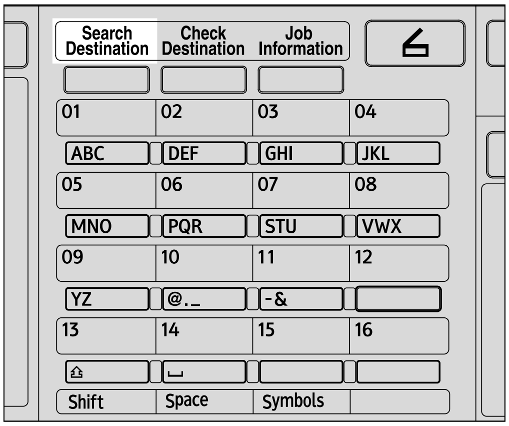
The "`Accepted`" message appears, and then the Send Options screen returns.

Note

- ❒ When [On] is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

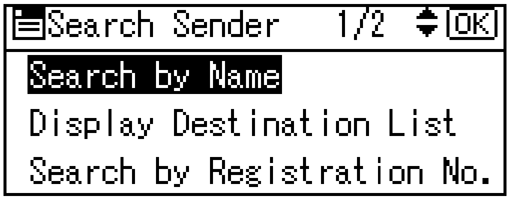
When selecting a sender from Destination List

❶ **Press the 【Search Destination】 key.**


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

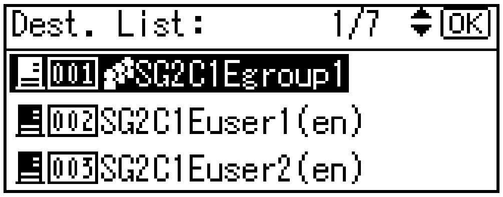
ABF015S

❷ **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**



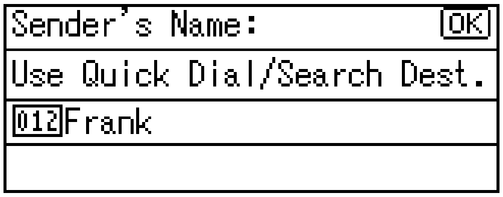
Search Sender 1/2 OK
Search by Name
Display Destination List
Search by Registration No.

❸ **Select the sender using 【▲】 or 【▼】, and then press the 【OK】 key.**



Dest. List: 1/7 OK
001 SG2C1Egroup1
002 SG2C1Euser1(en)
003 SG2C1Euser2(en)

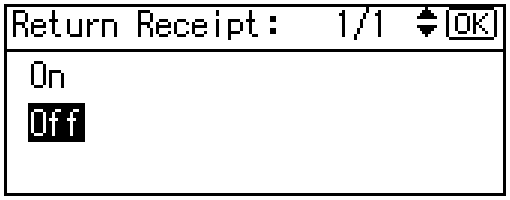
❹ **Press the 【OK】 key.**



Sender's Name: OK
Use Quick Dial/Search Dest.
012 Frank

The "`Accepted`" message appears, and then the Return Receipt screen returns.

❺ **For receiving a return receipt conformation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Return Receipt: 1/1 OK
On
Off

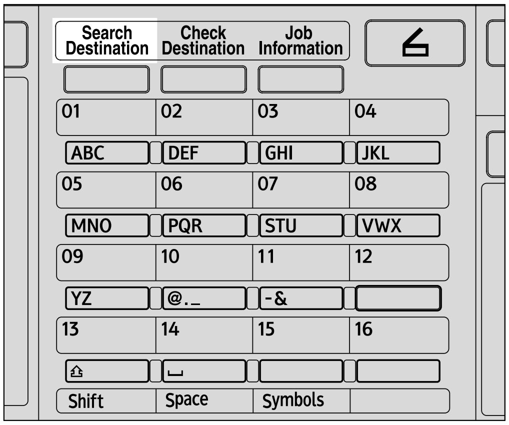
The "`Accepted`" message appears, and then the Send Options screen returns.

Note

- ❒ When [On] is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

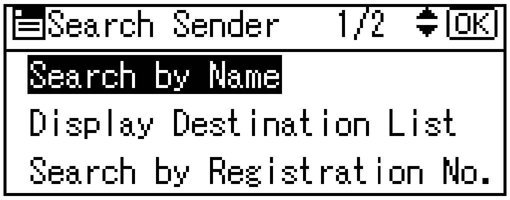
Searching to select a sender by registration number

❶ **Press the 【Search Destination】 key.**

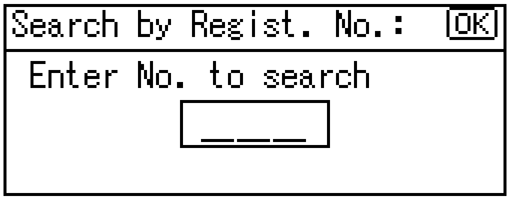

Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABF015S

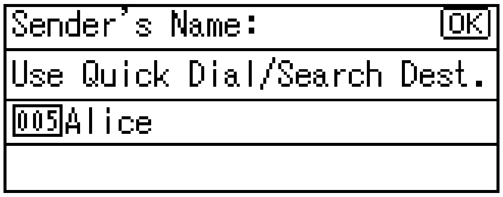
❷ Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.


Search Sender 1/2 OK
Search by Name
Display Destination List
Search by Registration No.

❸ Enter a 3-digit registration number that has been assigned to a sender using the number keys, and then press the 【OK】 key twice.

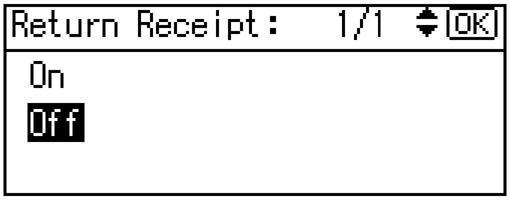

Search by Regist. No.: OK
Enter No. to search
___

❹ Press the 【OK】 key.


Sender's Name: OK
Use Quick Dial/Search Dest.
005 Alice

The "`Accepted`" message appears, and then the Return Receipt screen returns.

❺ For receiving a return receipt conformation, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.


Return Receipt: 1/1 OK
On
Off

The "`Accepted`" message appears, and then the Send Options screen returns.

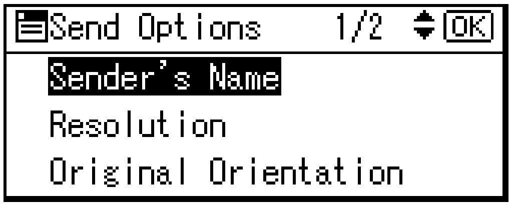
Note

- ❒ When **[On]** is selected, an e-mail notifying that the e-mail has been read by the recipient is sent to the sender selected here. However, if the mailing software used by the recipient does not support MDN (Message Disposition Notification), the e-mail may not be sent.

8 Specify a subject if necessary.

❶ Press [Options].

❷ Select [Attach Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.

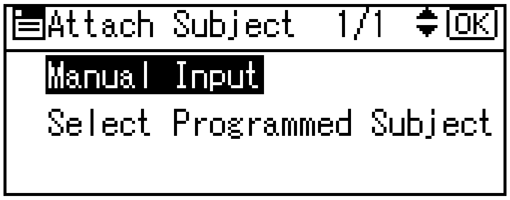

Send Options 1/2 OK
Sender's Name
Resolution
Original Orientation

Note

- ❒ When a subject has been set, this information is added to the scan file.
- ❒ When ScanRouter V2 Professional is used to send files using e-mail, the subject is automatically placed in the Subject field of the e-mail.
- ❒ To specify a subject, you can select it from the list, enter it directly, or combine selecting and entering it.
- ❒ A subject to select from the list must be registered in **[System Settings]** in advance. See *Network Guide*.
- ❒ A subject can be entered using up to 64 characters.

Manual entry of a subject

❶ **Select [Manual Input] using 【▲】 or 【▼】, and then press the 【OK】 key.**



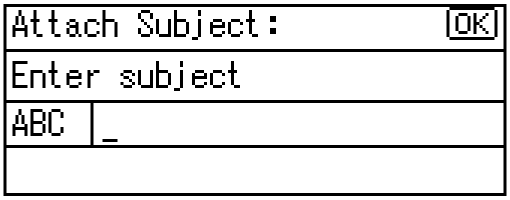
Attach Subject 1/1 ⇕ OK

Manual Input

Select Programmed Subject

❷ **Enter a subject, and then press the 【OK】 key.**

The "Accepted" message appears, and then the Send Options screen returns.



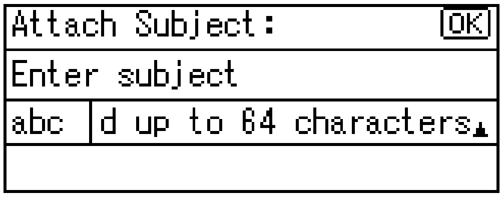
Attach Subject: OK

Enter subject

ABC | _

Note

❒ When the subject to be entered exceeds 64 characters, "▲" appears.



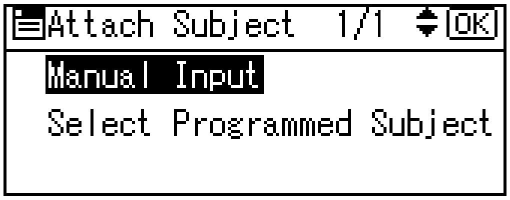
Attach Subject: OK

Enter subject

abc | d up to 64 characters.▲

When selecting a subject from the list

❶ **Select [Select Programmed Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.**

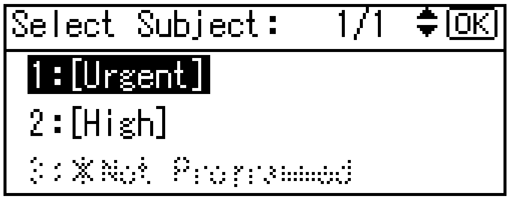


Attach Subject 1/1 ⇕ OK

Manual Input

Select Programmed Subject

❷ **Select a subject using 【▲】 or 【▼】, and then press the 【OK】 key.**



Select Subject: 1/1 ⇕ OK

1:[Urgent]

2:[High]

3:※Not Programmed

The "Accepted" message appears, and then the Send Options screen returns.

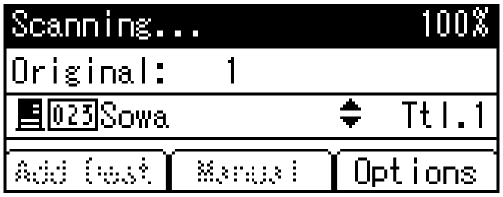
9 **Press the 【Cancel】 key.**

The initial scanner screen appears.

10 **Press the 【Start】 key.**

Note

❒ The originals is scanned and the "Scanning..." message appears.



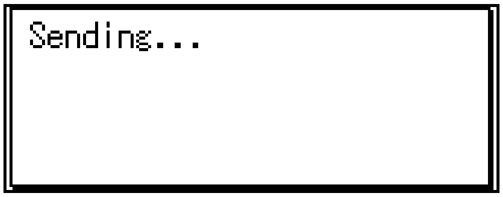
Scanning... 100%

Original: 1

023 Sowa ⇕ Ttl.1

- To interrupt scanning, press the 【Clear/Stop】 key.

❒ The scan file is sent and the "Sending..." message appears.



Sending...

- While sending a scan file, you cannot do any other job.
- If sending fails, start the all procedure again from the beginning.

5

Checking the Status of Delivery

The status of the last 50 deliveries can be checked. For every new delivery record after 50, the oldest record is deleted.

Important

- ❒ When the main power switch is turned off, all records are deleted.

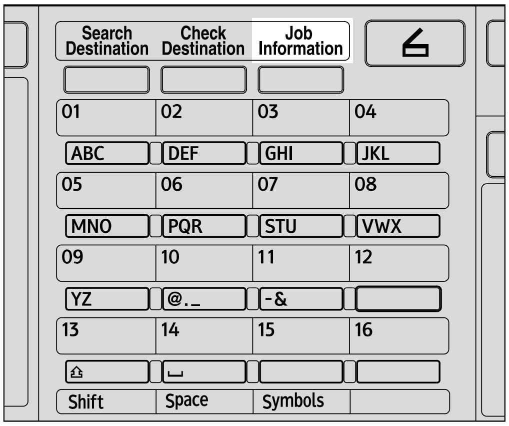
Note

- ❒ When **[Print&Del. Scanner Journal]** is set to **[On]**, the whole journal is printed when the number of records reaches 50.

❖ Items that can be checked

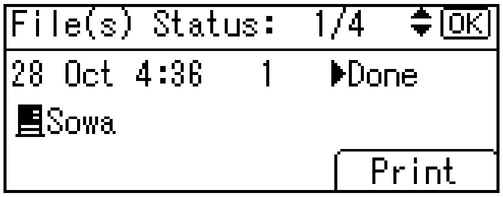
- Date/Time
  The date and time the delivery was requested or the date "Error" was confirmed is displayed.
- Page
  The number of pages of a scan file is displayed.
- Status
  One of the following is displayed: "`Done`" or "`Error`".
- Destination
  The function that was used (e-mail, or delivery function) is displayed with an icon.
  When multiple destinations were selected, the first selected destination is displayed.

1 Press the 【Job Information】 key.


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABF016S

2 Check the displayed records.



File(s) Status: 1/4 OK
28 Oct 4:36 1 Done
Sowa
Print

3 If you want to print the scanner journal, press [Print], and then press the 【Start】 key.

Note

- ❒ The whole scanner journal is printed.

4 Press the 【Cancel】 key.

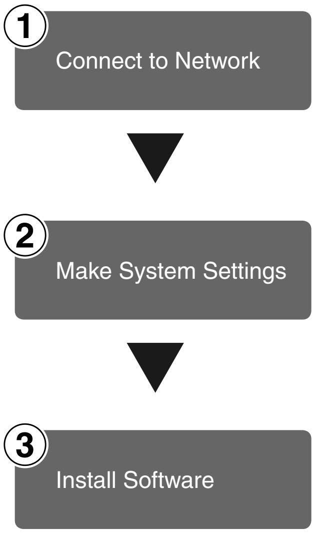
The display returns to the E-mail screen.

6. Using the Network TWAIN Scanner Function

This chapter describes the operations for scanning originals with the network TWAIN scanner using DeskTopBinder V2 Lite. In addition, the preparation for using the network TWAIN scanner and some functions of the TWAIN driver are introduced.

Preparation for Using the Network TWAIN Scanner

To use the machine as a network TWAIN scanner, the preparation described below is required.



Connect the machine to the network with an Ethernet cable, IEEE 1394 (optional) cable, or use Wireless LAN (optional).

See *Network Guide*.

Check the network settings in System Settings, and change if required.

See *Network Guide*.

On the client computers, install the software required for using the network TWAIN scanner functions, such as a TWAIN driver and DeskTopBinder V2 Lite.

See p.18 "Software for Using a Network TWAIN Scanner".

Network TWAIN Scanner Screen

When using the machine as a network TWAIN scanner, it is not necessary to press the **【Scanner】** key on the control panel. When the TWAIN driver becomes active on a client computer, the display automatically switches to the network TWAIN scanner screen.

Press **[Exit]** to use functions other than the network TWAIN scanner function.

Scanning Originals

This section explains how to scan originals using the network TWAIN scanner function.

1 Start DeskTopBinder V2 Lite, and then select the scanner driver.

❶ On the [Start] menu, point to [Program], point to [DeskTopBinder V2], and then click [DeskTopBinder V2].

❷ Click [Scanner Settings] on the [Tools] menu.

If the scanner is already selected, no scanner settings are necessary. Check the settings in the **[File format for scanned image(s)]** area, and then proceed to step ❺.

❸ Click [Select Scanner Driver...].

❹ Select the name of the machine you want to use in the list, and then click [Select...].

❺ Click [OK].

2 Place the original in the scanner.

Reference

p.25 "Setting Originals"

3 Make the scan settings.

❶ On the [File] menu, point to [Add Document], and then click [Scan].

The TWAIN driver starts.

After a short while, the dialog box of the TWAIN driver that operates the scanner appears. This dialog box is called the Scanner Properties dialog box.

Note

- ❒ The name of the scanner currently being used is shown on the title bar of the dialog box. When multiple machines are connected, make sure that the indicated machine is the machine you want to use. If it is different, click **[Select Scanner]** to select the scanner again.
- ❒ If the machine you want to use is not displayed in the list, make sure that the IP address is configured and that the machine is correctly connected to the network. If the machine is still not displayed in the list after confirming the above, consult with your network administrator.

❷ Depending on the type of original or the objective for scanning, click the appropriate button in [Mode].

- **[Standard]** is suitable for scanning standard originals that are comprised of mainly text.
- **[Photo]** is suitable for scanning originals that include photos, shaded illustrations, etc.
- **[OCR]** is suitable for conversion processing with an OCR (Optical Character Reading) application after scanning the original.
- **[Filing]** is suitable for use with filing applications, etc.

Note

- ❒ For advanced settings, click **[Detail]** to display the Detail window. For information about the Detail window, see TWAIN driver Help.

❸ According to the settings of [Document] and [Orientation:], change the other setting of the [Document] group.

Reference

p.29 "For a Network TWAIN Scanner"

For information about making settings for the **[Document]** group, see TWAIN driver Help.

When you want to configure the scanning area

When you do not configure the scanning area, the area scanned is the size specified in the **[Size:]** box.

❶ Click [Preview].

The original that was placed is scanned and the **[Preview]** dialog box appears. The scanning area in the preview is displayed within the broken lines.

Note

- ❒ When you change the scan settings after previewing the original, scan that original again.

❷ Configure the scanning area by dragging a border or a corner.

When reconfiguring the area, click ↖ and drag one corner of the area towards or away from its opposite corner.

Note

- ❒ Depending on the scanning resolution, the area to be scanned may be subject to restrictions.

❸ Click [Close].

Note

- ❒ When an original placed in the ADF is previewed, place that original again.

4 Click [Scan].

When there are additional originals to scan, place the original, and then click **[Continue]**. When there are no more originals, click **[Complete]**.

5 Save the scan file in DeskTopBinder V2 Lite.

❶ On the [File] menu, click [Exit].

❷ Enter the file name, and then click [OK].

The scan file is stored in DeskTopBinder V2 Lite, and DeskTopBinder Viewer closes.

Editing and printing scan files

With DeskTopBinder V2 Lite, it is possible to edit and print scan files. For more information about how to edit and print, see DeskTopBinder V2 Lite Help.

Functions of the TWAIN Driver

The following is an introduction to the various functions of the TWAIN driver:

❖ Automatic Tilt Correction

This function automatically corrects character strings that were scanned slanted.

❖ Printing to the Image

This function allows you to imprint dates, page numbers, or your favorite characters on a scan file. You can also change the fonts of the imprints as well as change the ascending order of images to a descending order.

❖ Scanning Mode Registration

This function allows you to register other scanning configurations that are often used as scanning modes besides the already pre-installed ones. After registration, you can quickly scan with these scanning configurations.

Reference

For more information about these functions or other functions, see TWAIN driver Help.

Relationship between Resolution and File Size

Resolution and scan area are inversely related. The higher the resolution is set, the smaller the area that can be scanned. Conversely, the larger the scan area, the lower the resolution that can be set.

The relationship between the scanning resolution and the file size is shown below. If the file size is too large, the message "Exceeded max.data capacity. Check the scanning resolution." appears on the control panel of the machine. Specify the scan size and resolution again.

Limitation

- ❒ Depending on the image compression level, the maximum image size will be limited.

When using the Auto Document Feeder

All combinations up to 216 × 356 mm/8.5 × 14.0 inches (A4, $8^1/_2$ × 14 inches) and 600 dpi are possible.

When using the exposure glass cover

All combinations up to 216 × 297 mm/8.5 × 11.6 inches (A4, $8^1/_2$ × 11 inches) and 600 dpi are possible.

Reference

To specify the scanning area or resolution when using the machine as a network TWAIN scanner, see TWAIN driver Help.

Note

- ❒ If the originals cannot be scanned when using the TWAIN driver, select **[No compression]** in Select Device Data Compression.

Max. Number of Addresses Which Can Be Specified

	E-mail	Delivery Server
The number of addresses which can be specified at a time when sending	100 [*1]	100 [*2]
The number of addresses which can be registered in the list	150	See the manuals for ScanRouter V2 Lite/Professional.
The max. number of files which can be scanned	1	
The max. number of pages which can be scanned	100	
The max. number of pages which can be scanned as a single file	100	

[*1] Up to 50 addresses can be entered directly. All remaining addresses have to be specified using the registered ones.

[*2] The maximum number of addresses which can be specified varies depending on the software you use, ScanRouter V2 Lite or ScanRouter V2 Professional. For more information, see the manuals for ScanRouter V2 Lite/Professional.

Note

- ❒ Sometimes the machine cannot scan files to the maximum number depending on the type of originals.
- ❒ When the power switch is turned off, all records are deleted.

Troubleshooting

This section contains advice on what to do if you have problems scanning an original, or if the network delivery scanner or e-mail function does not work. Various messages that may appear on the control panel or client computer are listed, along with causes and solutions.

When Scanning Is Not Performed as Expected

Problems	**Causes and solutions**
No image results from scanning.	The original was placed with the front and back reversed. When the original is placed directly on the exposure glass, the side to be scanned must face down. When the original is fed via the ADF, the side to be scanned must face up. See p.25 "Setting Originals".
The image is distorted or out of position.	• The original was moved during scanning. Do not move the original during scanning. • The original was not pressed flat against the exposure glass. Make sure that the original is pressed flat against the exposure glass.
The scanned image is dirty.	The exposure glass or the exposure glass cover is dirty. Clean these parts. See *General Settings Guide*.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See p.25 "Setting Originals".

When the Delivery Function Does Not Work

Problems	**Causes and solutions**
The delivery scanner function screen is not displayed.	• If the network TWAIN scanner screen appears when the machine is switched to scanner mode, press **[Exit]** to switch to the network delivery scanner screen. • If the display does not switch from network TWAIN scanner to network delivery scanner, the delivery scanner settings are not correct. See p.9 "Scanner Features", and then make the appropriate settings.

When an Error Message Appears on the Control Panel

Note

- ❒ If an error message that is not included in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message still appears, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see *General Settings Guide*.

Message	Causes and solutions
`Cannot enter manually more than nnn destinations.` **Note** ❒ "nnn" in the message represents a changeable number.	When there are nnn or more destinations for a delivery or an e-mail, split the destinations into two or more groups.
`Cannot specify more than 100 destinations.`	When there are 100 or more destinations for a delivery or an e-mail, split the destinations into two or more groups.
`Exceeded max. data capacity. Check resolution and Start.`	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See p.65 "Relationship between Resolution and File Size".
`Exceeded max. data capacity. Check the resolution and reset nnn original(s)` **Note** ❒ This message appears when using the ADF. ❒ "nnn" in the message represents a changeable number.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See p.65 "Relationship between Resolution and File Size".
`Exceeded max. E-mail size. Sending E-mail has been cancelled.`	• Increase the size of **[Max. E-mail Size]**. • Set **[Divide & Send E-mail]** to **[On (per page)]** or **[On (per max. size)]**.
`Exceeded max. page capacity. Do you want to send the scanned data? Scanned data will be cleared when selecting [No].`	Because the number of pages has reached the maximum number that can be sent, the data up to this point is sent. Scan the remaining pages after transmission.

Message	Causes and solutions
`Exceeded max.memory capa. Scanning will be cancelled. Scanned data will be cleared.`	Because of insufficient memory space, the first page could not be scanned. Try one of the following measures: • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution.
`Exceeded max. memory capacity. Do you want to send the scanned data? Scanned data will be cleared when selecting [No].`	Because there is not enough free memory space in the machine for delivery or e-mail, only some of the pages could be scanned. Specify whether or not to deliver the data.
`No valid dest. lists. Check the settings or the server status.`	Check that the delivery server is on and the authentic settings for the delivery server are correct.
`Original is being scanned by another function.`	The machine is using another function such as copying. Retry scanning after the operation with the other function is completed.
`Sending has failed. Press Job Information key to check the status.`	While a file was being sent, a network error occurred and the file could not be sent correctly. Try the operation once more. If the message is still shown, the network may be crowded. Consult the network administrator. Use the Job Information screen to check for the file where the problem occurred. See p.45 “Checking the Status of E-mail” or p.60 “Checking the Status of Delivery”. If there is not enough free hard disk space in the destination server, free the necessary hard disk space.
`Destination list has been updated. Selected destinations/sender will be cleared.`	A specified destination or sender's name was cleared when the destination list in the delivery server was updated. Specify the destination or sender's name again.
`E-mail address entered is incorrect. Please re-enter.`	Make sure the e-mail address is correct, and then enter it again.
`Specified group contains some invalid dest. Do you want to select only valid dest.?`	The group contains members whose e-mail addresses are not registered. Please check the e-mail addresses of the group and make selections again.

Message	Causes and solutions
`Updating destination list. Reselect destination(s) or sender's name later.`	If a destination or a sender's name was already selected, re-select it after this message disappears.
`Updating destination list has failed. Try again?`	Check whether the server is connected.

When an Error Message Appears on the Client Computer

This section describes the main possible causes and actions for error messages displayed on the client computer when the TWAIN driver is used.

Note

❒ If an error message that is not contained in this section appears, turn off the main power switch of the machine, and then turn it on again. If the message is still shown after scanning is performed again, note the content of the message and the error number (if listed in the table), and contact your service representative. For information about how to turn off the main power switch, see *General Settings Guide*.

Message	Causes and solutions
[Cannot add any more scanning mode.]	The maximum number of modes that can be stored is 99. Delete unneeded modes.
[Cannot connect to the scanner. Check the network Access Mask settings in User Tools.]	The access mask is set. Consult the network or scanner administrator.
[Cannot find the scanner. Check if the scanner main power is on.]	• Check whether the main power switch of the machine is turned off. • Check whether the machine is connected to the network correctly. • Deselect the personal firewall function of the client computers.
[Cannot specify any more scanning area.]	The maximum number of scanning areas that can be stored is 99. Delete unneeded scanning areas.
[Clear Misfeed(s) in ADF.]	Remove the jammed originals. When originals are misfed, place them again. Check whether the originals are suitable to be scanned by the machine.
[Communication error has occurred on the network.]	Check whether the client computer can use the TCP/IP protocol.
[Error has occurred in the scanner.]	Check whether the scanning settings made with the application exceed the setting range of the machine.

Message	Causes and solutions
[Error has occurred in the scanner driver.]	• Check whether the network cable is connected correctly to the client computer. • Check whether the Ethernet board of the client computer is recognized correctly by Windows. • Check whether the client computer can use the TCP/IP protocol.
[Fatal error has occurred in the scanner.]	An unrecoverable error has occurred in the machine. Call your service representative.
[Insufficient memory. Close all other applications, then restart scanning.]	Close all the unnecessary applications running on the client computer.
[Insufficient memory. Reduce the scanning area.]	• Reset the scan size. • Lower the resolution. • Set with no compression. See p.14 "Send Settings". **Note** ❒ When a paper misfeed occurs in the machine during printing, scanning cannot be performed. In this case, after the misfed paper has been removed, proceed with scanning.
[Invalid Winsock version. Please use version 1.1 or higher.]	Reinstall the operating system of the computer or copy Winsock from the operating system CD-ROM.
[No response from the scanner.]	• Check whether the machine is connected to the network correctly. • The network is crowded. Wait for a while, and then try to reconnect.
[No User Code is registered. Consult your system administrator.]	Access is restricted with user codes. Consult the system administrator of the machine.
[Please call your service representative.]	An unrecoverable error has occurred in the machine. Call your service representative.
[Scanner is in use for other function. Please wait.]	A function of the machine other than the scanner function is being used such as the copier function. Wait for a while and reconnect.
[Scanner is not available. Check the scanner connection status.]	• Check whether the main power switch of the machine is turned off. • Check whether the machine is connected to the network correctly. • Deselect the personal firewall function of the client computers.
[Scanner is not ready. Check the scanner and the options.]	Check whether the ADF cover is closed.
[The name is already in use. Check the registered names.]	You tried to register a name that is already in use. Use another name.

Specifications

Scan method	Flatbed scanning
Scan speed [*1]	• E-mail/Network Delivery Scanner Approx. 22 pages/minute [Scan size: A4▭, Original type: Text(Print), Resolution: 200dpi, Compression: On (MH), Document feeder: ADF, ITU-T No.1 Chart] • TWAIN Scanner Approx. 18 pages/minute [Scan size: A4▭, Colours/Gradations: Binary, Resolution: 200dpi, Select device data compression (Binary/Halftone): Data compression (MMR), Document feeder: ADF, ITU-T No.1 Chart]
Maximum power consumption	Less than 900 W
Image sensor type	CCD Image Sensor
Scan types	Sheet, book
Interface	Ethernet interface (10BASE-T or 100BASE-TX), IEEE 1394 (IP over 1394) [optional], and IEEE 802.11b (Wireless LAN) [optional]
Maximum scan size	216 × 356 mm/8.5 × 14.0 inches (A4, $8^{1}/_{2}$ × 14 inches)
Resolution	600 dpi
Variable range of scan resolution	• E-mail/Network Delivery Scanner Setting range: 100 dpi, 200 dpi, 300 dpi, 400 dpi, and 600 dpi • TWAIN Scanner Setting range: 100 dpi - 600 dpi
File formats that can be sent by e-mail	TIFF, PDF
Compression method	Binary: TIFF (MH, MR, MMR)
Protocol	Network: TCP/IP Sending e-mail: SMTP

[*1] Scanning speeds vary according to machine operating conditions, computer (specification, network traffic, and software, etc.), and original types.

INDEX

A

Auto Document Link, 22
Automatic Tilt Correction, 64
Auto Run program, 16

C

Checking the status of delivery, 60
Checking the status of e-mail, 45
Compression, 14
Control panel, 6
Custom Size, 13

D

Default Scan Settings, 12
Delivering scan files, 50
Delivery procedure, 50
    Checking selected destinations, 54
    Manual entry of a destination, 54
    Manual entry of a subject, 59
    Searching to select a destination by comment, 53
    Searching to select a destination by name, 51
    Searching to select a destination by registration number, 52
    Searching to select a sender by name, 56
    Searching to select a sender by registration number, 57
    Using a Quick Dial key to select a destination, 51
    Using a Quick Dial key to select a sender, 55
    When selecting a destination from Destination List, 52
    When selecting a sender from Destination List, 57
    When selecting a subject from the list, 59
DeskTopBinder V2 Lite, 19, 21, 61
Destination List Priority, 13
Destination List Settings, 9, 13
Divide & Send E-mail, 15

E

E-mail, 31
E-mail Informatn. Language, 15
E-mail screen, 32
Error Message
    Client Computer, 70
    Control Panel, 68
Extended Features Wizard, 22

F

File Type Priority, 14
Function Palette, 22
Functions of the TWAIN Driver, 64

I

Initial scanner setup, 9
Installing software, 16

M

Max. E-mail Size, 14
Max. number of addresses which can be specified and files which can be stored, 66
Mode, 62

N

Network delivery scanner, 47
Network delivery scanner screen, 48
Network TWAIN scanner, 61

O

Original orientation, 29
    e-mail and a network delivery scanner, 29
    network TWAIN scanner, 29
Original Type Setting, 12
Orig. Orientation Priority, 12
Outline, 3
    E-mail, 3
    Network delivery scanner, 4
    Network TWAIN scanner, 5

P

Placing originals, 25
  Auto Document Feeder (ADF), 27
  exposure glass, 26
Preparation for delivering, 47
Preparation for sending by e-mail, 31
Preview, 63
Print&Del. Scanner Journal, 14
Printing to the image, 64
Procedure for sending by e-mail, 33
  Checking selected destinations, 37
  Manual entry of an e-mail address, 37
  Manual entry of a subject, 44
  Searching to select a destination by e-mail address, 36
  Searching to select a destination by name, 34
  Searching to select a destination by registration number, 35
  Searching to select a sender by e-mail address, 42
  Searching to select a sender by name, 39
  Searching to select a sender using a registration number, 41
  Selecting a destination from Destination List, 35
  Selecting a sender from Destination List, 40
  Selecting a subject from the list, 44
  Using a Quick Dial key to select a destination, 34
  Using a Quick Dial key to select a sender, 38

R

Reading the display and using keys, 7
Relationship between resolution and file size, 65
Resolution, 12

S

Save, 63
Scanner Features, 9
  Setting procedure, 10
Scanning mode registration, 64
Scanning originals, 62
Scanning originals in several times using the exposure glass, 30
ScanRouter V2 Lite, 22
Scan Settings, 9, 12
Scan Size, 12
Selecting a custom size, 13
Sender's Name Default, 15
Sending scan files by e-mail, 33
Send Settings, 10, 14
Setting originals, 25
SMTP server, 3
Software for using the network delivery scanner function, 19
Software supplied on CD-ROM, 20
Specifications, 72

T

Troubleshooting, 67
  When an error message appears on the client computer, 70
  When an error message appears on the control panel, 68
  When scanning is not performed as expected, 67
  When the delivery function does not work, 67
TWAIN Driver, 20
TWAIN Standby Time, 14

U

Update Server Dest. List, 13

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

CE

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

Trademarks

Adobe®, PostScript®, and Acrobat® are trademarks of Adobe Systems Incorporated.

Pentium® is a registered trademark of Intel Corporation.

Microsoft®, Windows®, and Windows NT® are registered trademarks of Microsoft Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Professional
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Advanced Server
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Home Edition
  Microsoft® Windows® XP Professional
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Workstation 4.0
  Microsoft® Windows NT® Server 4.0

Copyright © 2003

Operating Instructions Scanner Reference

GB (GB) B683-8710

Operating Instructions Facsimile Reference <Basic Features>

Operating Instructions

Facsimile Reference <Basic Features>

1
2
3
4
5
6
7
8
9
0
#

1 Getting Started

2 Faxing

3 Using Internet Fax Functions

4 Programming

5 Troubleshooting

Paper type: Wood Free 80g/m2, Paper Thickness=100 µm // Pages in book=76 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.800000 mm

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

Microsoft® and Outlook® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript® and Acrobat® are registered trademarks of Adobe Systems Incorporated.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- ❒ Manuals provided are specific to machine type.
- ❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- ❒ Three CD-ROMs are provided:
  - CD-ROM 1“Operating Instructions for Printer/Scanner”
  - CD-ROM 2“Scanner Driver & Document Management Utilities”
  - CD-ROM 3“Operating Instructions for General Settings and Facsimile”

❖ General Settings Guide (PDF file - CD-ROM3)

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.) and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ Network Guide (PDF file - CD-ROM1)

Describes procedures for configuring the machine and computers in a network environment.

❖ Copy Reference

Describes operations, functions, and troubleshooting for the machine’s copier function.

❖ Facsimile Reference <Basic Features> (this manual)

Describes operations, functions, and troubleshooting for the machine’s facsimile function.

❖ Facsimile Reference <Advanced Features> (PDF file - CD-ROM3)

Describes advanced functions and settings for key operators.

❖ Printer Reference 1

Describes system settings and operations for the machine’s printer function.

❖ Printer Reference 2 (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine’s printer function.

❖ Scanner Reference (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine’s scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PostScript3 Supplement (PDF file - CD-ROM1)
- UNIX Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

TABLE OF CONTENTS

Manuals for This Machine i

How to Read This Manual 1

- Symbols 1

1. Getting Started

Control Panel 3

- Reading the Display 5
  - Reading the display and using keys 5
  - Standby display 6
  - Communication display 7
  - User code entry display 8

2. Faxing

Transmission Modes 9

- Switching between Memory Transmission and Immediate Transmission 10

Placing Originals 11

- Placing a Single Original on the Exposure Glass 12
- Placing Originals in the ADF 12
  - Originals unsuitable for the ADF 13

Memory Transmission 14

Canceling a Memory Transmission 17

- Before the Original Is Scanned 17
- While the Original Is Being Scanned 17
- While the Original Is Being Transmitted or Before the Transmission Is Started 17

Immediate Transmission 19

Canceling an Immediate Transmission 22

- Before You Have Pressed 【Start】 Key 22
- After You Have Pressed 【Start】 Key 22

Scan Settings 23

- Resolution 23
- Original Type 24
- Image Density (Contrast) 25
- Mixing Scan Settings for a Multiple Page Original 25
  - When placing originals on the exposure glass 25
  - When placing originals in the ADF 26

Specifying a Destination 27

- Entering a Fax Number 27
  - Pause 28
  - Tone 28
- Entering an E-mail Address 29
- Using the Destination List 29
  - Specifying a destination using the Quick Dial key 30
  - Specifying a group of destinations using the Quick Dial key 30
- Checking the Specified Destination 31

Searching for a Destination 32
Search by Destination Name 32
Selecting from Destination List 33
Specifying a Registration Number 34
Search by Fax Number 35
Search by E-mail Address 36
Reception 38
Switching the Reception Mode 38
Receiving a Fax in Manual Reception Mode 39

3. Using Internet Fax Functions

Internet Fax Functions 41
Internet Fax Precautions 42
Functions Not Supported by E-mail Transmission 42
Functions Not Supported by E-mail Reception 42
T.37 Full Mode 43
Transmitting Internet Fax 45
Confirming Reception 50
Canceling Internet Fax Transmission 51
Before the Original Is Scanned 51
While the Original Is Being Scanned 51
Receiving Internet Fax 52
Auto E-mail Reception 52
Manual E-mail Reception 52
Received Images 54

4. Programming

Initial Settings and Adjustments 55
Programming 56
Editing 57
Deleting 58
Programming Fax Numbers and E-mail addresses 60

5. Troubleshooting

Adjusting the Volume 61
When 【Facsimile】 Key Is Lit in Red 63
When Toner Runs Out 64
Error Messages and Their Meanings 65
Solving Problems 68
When Things Don't Go as Expected 70

INDEX 71

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information”, *Copy Reference*.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information”, *Copy Reference*.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display panel.

[ ]

Keys and buttons that appear on the computer's display.

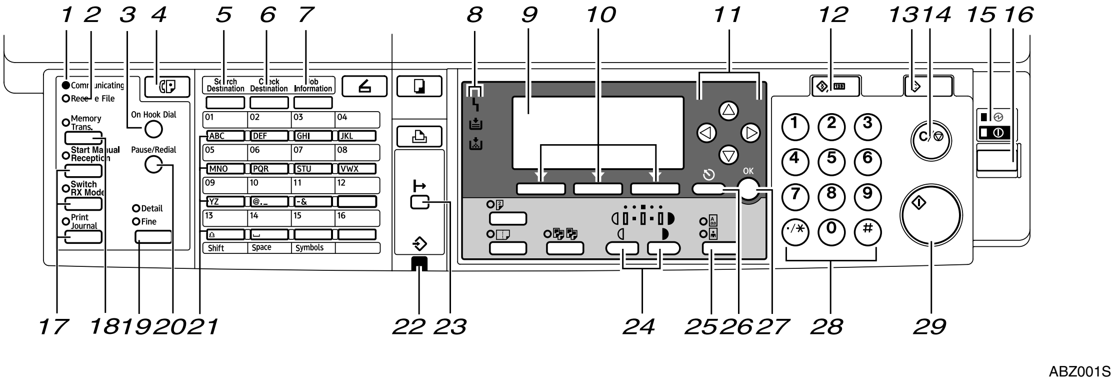
【 】

Keys built into the machine's control panel.

1. Getting Started

Control Panel

The illustration shows the control panel when options are installed.


1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
Communicating
Receive File
On Hook Dial
Memory Trans.
Start Manual Reception
Pause/Redial
Switch RX Mode
Print Journal
Detail
Fine
Search Destination
Check Destination
Job Information
ABC
DEF
GHI
JKL
MNO
PQR
STU
VWX
YZ
Shift
Space
Symbols
OK
ABZ001S

1. Communicating indicator

Lights during transmission or reception.

2. Receive File indicator

Lights to tell you a message has been received into memory. Blinks when a Memory Lock file has been received. See p.75 “Memory Lock”, *Facsimile Reference <Advanced Features>* .

3. **【On Hook Dial】** key

Use to dial a number while hearing tone.

4. **【Facsimile】** key

Press to switch to Facsimile mode.

5. **【Search Destination】** key

Press to search for destination from the destination list.

6. **【Check Destination】** key

Press to check destinations which are currently selected.

7. **【Job Information】** key

Press to check the status of sending faxes or e-mail.

8. Indicators

Display errors and the machine status.

ϟ : Error indicator. See *Network Guide* and *General Settings Guide*.

⎙: Load Paper indicator. See *Copy Reference*.

⎙: Add Toner indicator. See *Copy Reference*.

Reference

For more information, see *General Settings Guide*.

9. Display

Display the operation status and messages.

10. Selection keys

These keys correspond to the items on the display. Press the corresponding key to select the item.

11. Scroll keys

Use to select an item.

【▲】 key: Press to scroll upward

【▼】 key: Press to scroll downward

【▶】 key: Press to scroll right

【◀】 key: Press to scroll left

12. 【User Tools/Counter】 key

Use to change default or operation parameters according to the operating conditions.

13. 【Clear Modes】 key

Press to clear the current setting.

14. 【Clear/Stop】 key

Clear: Clears an entered numeric value.

Stop: Stops scanning or other operations.

15. Main power indicator and On indicator

The main power indicator lights up when the main power switch is set to on. The On indicator lights up when the machine is on.

16. Operation switch

Press to turn the machine on. The On indicator lights up. To turn the machine off, press this switch again.

Note

❒ This key is inactivate while scanning or setting Facsimile Features.

17. User Function keys

Each of these can be programmed for rapid access to frequently used features.

❖ Features Programmed by Default

Key	Function
F1	Start Manual Reception
F2	Switch RX Mode
F3	Print Journal

18. 【Memory Trans.】 key

Press to toggle between Memory Transmission and Immediate Transmission modes. The indicator lights up when Memory Transmission is selected.

19. 【Resolution】 key

Press to switch between Standard, Detail and Fine. When the resolution type is selected, the corresponding indicator lights.

Note

❒ The indicators are off when the resolution is set to Standard.

20. 【Pause/Redial】 key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial:

Press to redial one of the last ten destinations.

21. Quick Dial keys

Use to select the programmed destination at a single touch or to enter letters and symbols.

Reference

For more information, see *General Settings Guide*.

Note

❒ You can program up to 16 destinations in the Quick Dial key.

22. Data In indicator/Online indicator

23. 【Online】 key

24. 【Lighter】 and 【Darker】 keys

Press to change the setting of image density. Select the image density in five steps from Lighter to Darker.

25. 【Original Type】 key

Press to select the original type programmed with Text or Photo. When the original type is selected, the corresponding indicator lights.

26. 【Cancel】 key

Press to cancel an operation or return to the previous display.

27. 【OK】 key

Press to set a selected item or entered characters.

28. Number keys

Use to enter numeric values.

29. 【Start】 key

Press to begin faxing, printing reports or lists.

Reading the Display

The display shows you the machine status, messages, and guides you through operations.

Note

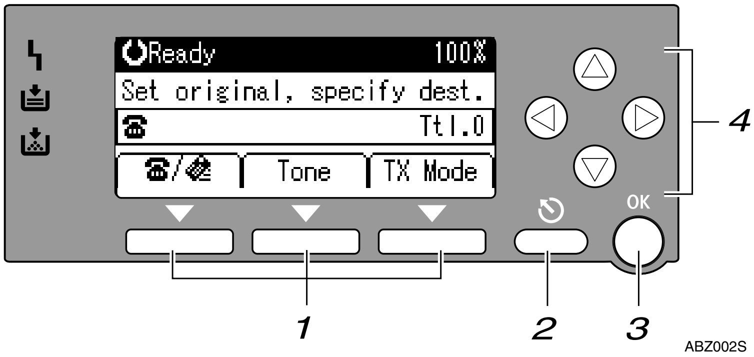
- ❒ This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using "Facsimile Auto Reset Timer". See “Timer Settings”, *General Settings Guide*.

Reading the display and using keys

Display contents will differ depending on installed optional units.

Note

- ❒ The copy display is set as the default display when the machine is turned on. You can change the settings in the System Settings. See *General Settings Guide*.



1. Selection keys

Correspond to items at the bottom line on the display.

Example: The standby display

- When the instruction "Press **[☎/🖷]**" appears in this manual, press the left selection key.
- When the instruction "Press **[Tone]**" appears in this manual, press the middle selection key.
- When the instruction "Press **[TX Mode]**" appears in this manual, press the right selection key.

2. 【Cancel】 key

Press to cancel an operation or return to the previous display.

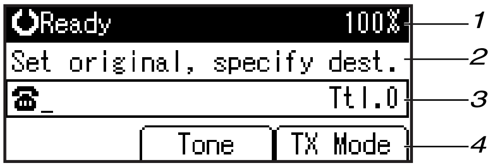
3. 【OK】 key

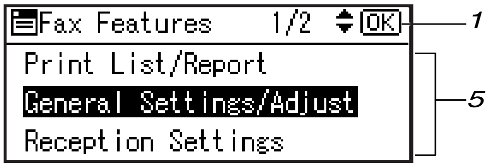
Press to set a selected item or entered numeric values.

4. Scroll keys

Press to move the cursor to each direction on by one.

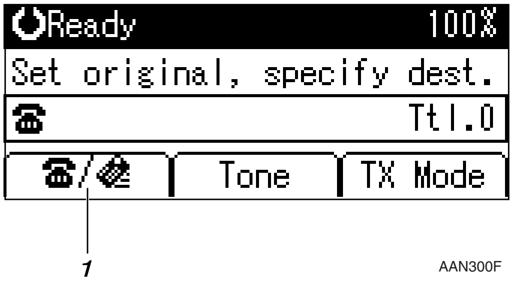
When 【▲】, 【▼】, 【▶】 or 【◀】 appears in this manual, press the scroll key of the same direction.


Ready 100%
Set original, specify dest.
☎_ Ttl.0
Tone
TX Mode


Fax Features 1/2 ⇕ OK
Print List/Report
General Settings/Adjust
Reception Settings

1. **Machine status or currently selected function**
2. **Message**
3. **Destination entry**
4. **Selection keys**
5. **Selectable items**

❖ When Internet Fax Settings is ON


Ready 100%
Set original, specify dest.
☎ Ttl.0
☎/✉
Tone
TX Mode

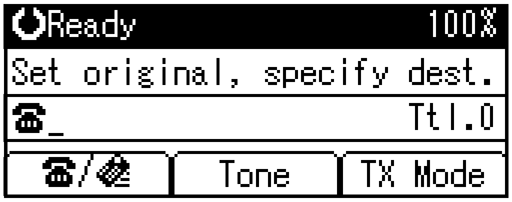
1. **Switches the destination between fax number and e-mail address.**

Note

- ❒ To use the Internet Fax functions, the optional printer/scanner unit is required.
- ❒ You need to set Internet Fax Settings to On in Fax Features. See p.68 “E-mail Settings”, *Facsimile Reference <Advanced Features>* .

Standby display

While the machine is in standby mode (immediately after the **【Facsimile】** key is pressed or after the **【Clear Modes】** key is pressed), the following display appears.


Ready 100%
Set original, specify dest.
☎_ Ttl.0
☎/✉
Tone
TX Mode

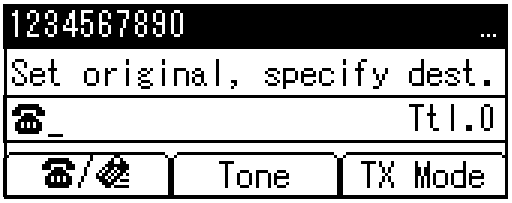
Note

- ❒ To return to standby mode, do one of the following:
  - If you have placed the original in the ADF (Auto Document Feeder) and have not pressed the **【Start】** key, remove the original.
  - If you are in User Tools mode, press the **【User Tools/Counter】** key.

Communication display

While communicating, the machine status is displayed.

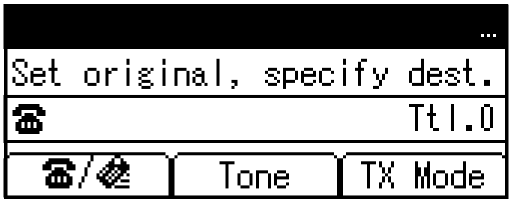
❖ Memory Transmission (fax transmission)



```
1234567890                 …
Set original, specify dest.
☎_                      Ttl.0
```

☎/🖷
Tone
TX Mode

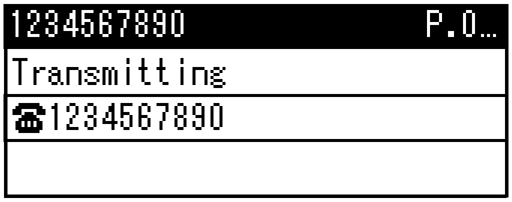
❖ Reception



```
                           …
Set original, specify dest.
☎                       Ttl.0
```

☎/🖷
Tone
TX Mode

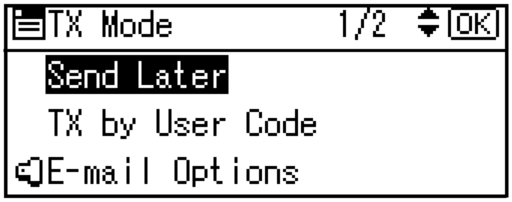
❖ Immediate Transmission



```
1234567890             P.0…
Transmitting
☎1234567890
```

❖ TX Mode

When a function is set to on, a “clip” mark is attached to that function name.



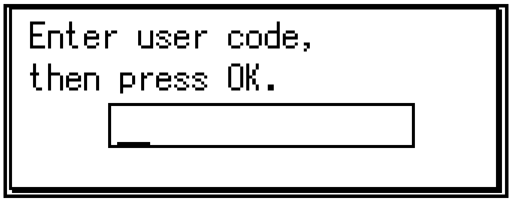
TX Mode
1/2
OK
Send Later
TX by User Code
E-mail Options

Note

❒ To set the transmission mode item, press **[TX Mode]**.

User code entry display

When the following message appears on the display, User Code Management is active. Enter a user code to deactivate User Code Management.



```
Enter user code,
then press OK.
      _
```

The machine can be set up so that no one can use it without entering a user code. This prevents unauthorized people from sending fax messages and helps track the activity of each user or department.

Note

- ❐ You can specify a user code with “System Settings”. See “Registering a New User Code”, *General Settings Guide*.
- ❐ Even when User Code Management is on, you can still receive and print fax messages as normal.

1 Enter a user code of up to eight digits using the number keys.

2 Press the 【OK】 or 【#】 key.

Note

- ❐ If an unprogrammed user code is entered, the display returns to that of step **1**.

Transmission Modes

There are two types of transmission:

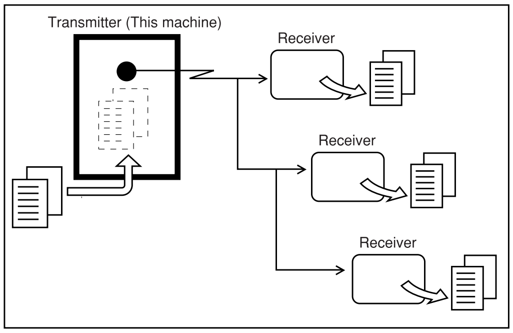
- Memory Transmission
- Immediate Transmission

Note

❒ You can use Parallel Memory Transmission that dials while the original is being scanned. See p.28 "Parallel Memory Transmission", *Facsimile Reference <Advanced Features>* .

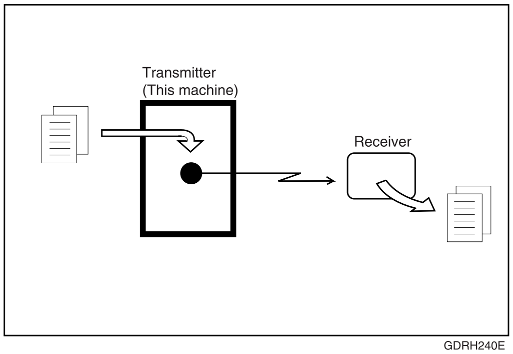
❖ Memory Transmission

Transmission starts automatically after the original has been stored in memory. It is a convenient method for when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations (broadcasting).


Transmitter (This machine)
Receiver
Receiver
Receiver
GFDOHO2E

❖ Immediate Transmission

Immediately dials the destination number, and while scanning the original, sends it. This is convenient when you want to send an original quickly, or when you want to check if original was sent to the specified destination (since Immediate Transmission is made after establishing the connection). When using this type of transmission, the original is not stored in memory, and you can only specify one destination.

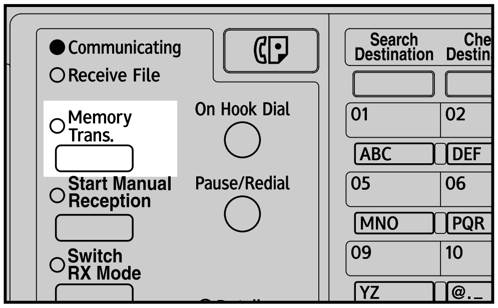

Transmitter
(This machine)
Receiver
GDRH240E

Important

- ❒ If power outage lasts about an hour, or the machine is disconnected from the power outlet for about an hour, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the Operation switch does not delete stored documents. See p.96 "Turning Off the Main Power/In Case of a Power Failure", *Facsimile Reference <Advanced Features>* .

Switching between Memory Transmission and Immediate Transmission

Check the indicators on the operation panel to check which mode is currently active and press the **【Memory Trans.】** key to toggle between them.



Communicating
Receive File
Memory Trans.
On Hook Dial
Start Manual Reception
Pause/Redial
Switch RX Mode
Search Destination
Che Destin
01
02
ABC
DEF
05
06
MNO
PQR
09
10
YZ
@._

ABZ003S

Note

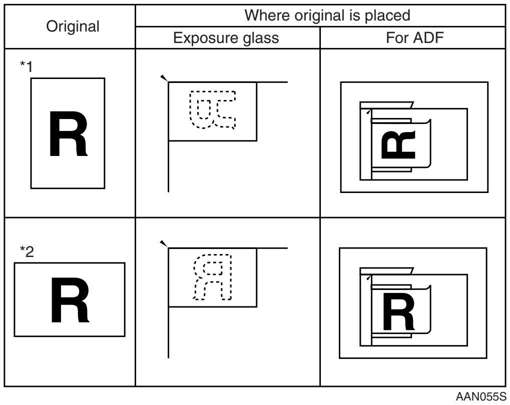
- ❒ You can select the transmission mode (Memory Transmission or Immediate Transmission) that is operative when the machine is turned on or when the **【Clear Modes】** key is pressed, using **[Home Position]** under **[Key Operator Tools]**. See p.81 "Home Position", *Facsimile Reference <Advanced Features>* (switch 02, bit 2).
- ❒ You can have the machine return to the status obtained by pressing the **【Clear Modes】** key after each transmission using **[Home Position]** under **[Key Operator Tools]**. See p.81 "Home Position", *Facsimile Reference <Advanced Features>* (switch 01, bit 7).

Placing Originals

You can set your originals either in the Document Feeder or on the exposure glass. Some types of originals are unsuitable for the Document Feeder so they must be set on the exposure glass.

Which way you place your original depends on its size and whether you are using the Document Feeder or the exposure glass.

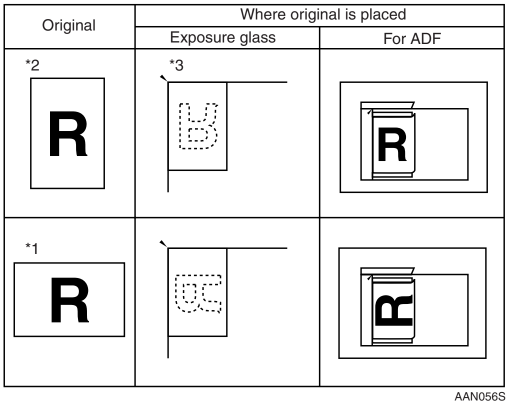
❖ How to place A4, B5 JIS (Japanese Industrial Standard), A5, $5^{1}/_{2}$"× $8^{1}/_{2}$" and $8^{1}/_{2}$"×11" size originals



Note

- ❒ When you place originals as shown in the above illustration, the fax header will be printed on the received faxes at the destination as follows:
  - *1 On the top of the fax
  - *2 On the left side of the fax

❖ How to place A5, $5^{1}/_{2}$"× $8^{1}/_{2}$" and B5 JIS size originals



Note

- ❒ When you place originals as shown in the above illustration, the fax header will be printed on the received faxes at the destination as follows:
  - *1 On the top of the fax
  - *2 On the left side of the fax
  - *3 When the scanning size is set to A4▭ or $8^{1}/_{2}$"×11"▭ on the original size specifying display.
- ❒ When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's terminal. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided into two or more sheets. When sending an important original, we recommend you ask the receiver about the size and orientation of the paper used in their terminal.

❒ Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.

❒ You can send the first pages from the exposure glass then the remaining pages from the ADF. After you have removed the last page from the exposure glass, insert the remaining pages in the ADF, and then press the 【**Start**】 key.

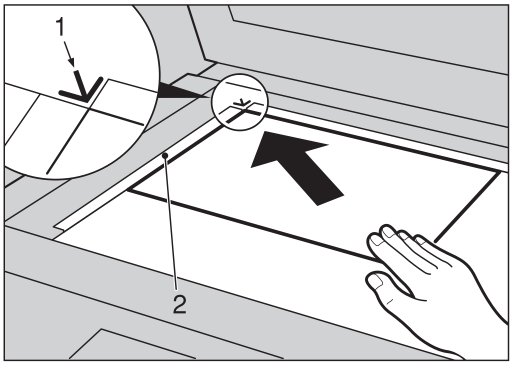
Reference

For acceptable types of originals, see p.102 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .

Placing a Single Original on the Exposure Glass

Place originals that cannot be placed in the ADF (Auto Document Feeder), such as a book, on the exposure glass one page at a time.

1 **Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.**



1. **Positioning mark**

2. **Left Scale**

2 **Lower the exposure glass cover or the ADF.**

Note

❒ When setting a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent the bound part from rising.

Placing Originals in the ADF

Use the ADF to scan in a stack of originals in one operation.

Limitation

❒ Place all the originals to be sent in a single stack. You cannot place originals in the ADF one page at a time or in successive stacks.

Note

❒ To send an original longer than the following lengths, use Memory Transmission. However, the maximum length of an original for Memory Transmission is 1200 mm (47").

- A4 size: 600 mm (23.6") for Detail, 300 mm (11.8") for Fine

❒ If you frequently send long documents, set Long Document Transmission to on with the User Parameters. If a jam occurs, the document might be damaged because scanning will not stop. See p.76 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 14, bit 1).

❒ If your original is bent or folded, flatten it before you place it.

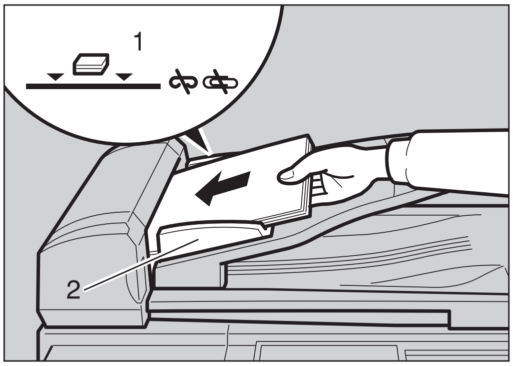
❒ When sending thin originals, place them on the exposure glass.

❒ If an original jammed, press the 【**Clear/Stop**】 key, and then slowly remove the original.

❒ You can check information about the sizes and number of originals that can be placed in the ADF. See p.102 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .

1 **Adjust the document guide to match the size of the originals.**

2 **Align the edges of the originals and stack them in the ADF face up.**



1. **Limit mark**

2. **Document guide**

Originals unsuitable for the ADF

Do not place the following types of originals in the ADF because they may be damaged. Place them on the exposure glass instead.

- Originals in unacceptable sizes (See p.102 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .)
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight (See p.102 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .)
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Memory Transmission

In Memory Transmission mode, after you press the **【Start】** key, the machine does not dial the destination until all pages of your fax message have been scanned into memory (in contrast to Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long.
- While your message is being sent, other people can use the machine.
- You can send the same message to more than one place in a single operation (broadcasting).

Memory transmission mode has normal fax and Internet Fax functions.

Important

❐ If there is a power failure (the main power switch is off) or the machine is unplugged out for more than one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn only the operation switch off, documents are not deleted. See p.96 "Turning Off the Main Power/In Case of a Power Failure", *Facsimile Reference <Advanced Features>* .

❐ We recommend you call the receiver and confirm with them when sending important messages.

Limitation

❐ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

❐ Maximum number of destinations per Memory Transmission: 300.

❐ Combined total number of destinations of standby messages stored in memory: 300.

❐ After the total number of programmed destination numbers exceeds 300, you can perform only Immediate Transmission.

❐ The number of documents you can store is 200.

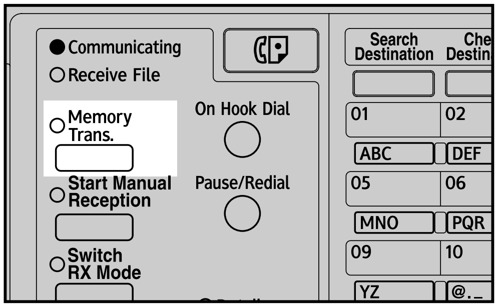
❐ The number of pages you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #4 chart, Resolution: Standard, Original Type: Text).

❐ Allows you to specify fax number and e-mail address simultaneously.

Reference

p.45 "Transmitting Internet Fax"

1 Make sure the Memory Trans. indicator lights.



ABZ003S

Note

❐ If it is not, press the **【Memory Trans.】** key.

2 Place the original in the ADF, or on the exposure glass.

Note

- ❒ You can send the first few pages from the exposure glass then the remaining pages from the ADF. After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the ADF.
- ❒ Note that you cannot place originals on the exposure glass after you start using the ADF.

Reference

p.11 "Placing Originals"

3 Make the settings you require.

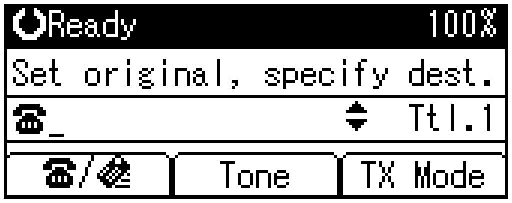
Reference

p.23 "Scan Settings"

p.24 "Original Type"

p.25 "Image Density (Contrast)"

4 Specify a destination.



Ready 100%

Set original, specify dest.

☎_ ⇕ Ttl.1

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key, and then enter the correct number.

Reference

p.27 "Entering a Fax Number"

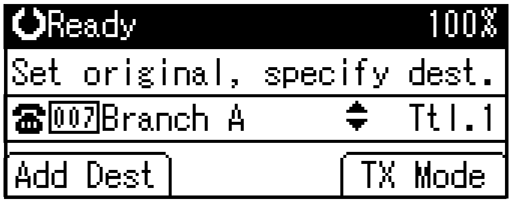
p.29 "Entering an E-mail Address"

p.29 "Using the Destination List"

p.23 "Chain Dial", *Facsimile Reference <Advanced Features>*

p.24 "Redial", *Facsimile Reference <Advanced Features>*

5 When sending the same original to several destinations (broadcasting), press [Add Dest] to specify other destinations.



Ready 100%

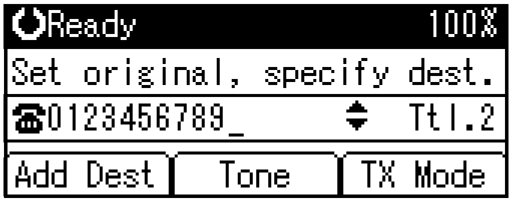
Set original, specify dest.

☎007 Branch A ⇕ Ttl.1

Note

- ❒ You do not have to press **[Add Dest]** when adding a destination using a Quick Dial key.
- ❒ If you do not want to do a broadcast transmission, proceed to step 7.

6 Specify a destination.



Ready 100%

Set original, specify dest.

☎0123456789_ ⇕ Ttl.2

Note

- ❒ Press **[☎/✉]** to switch the destination between fax number and e-mail address.
- ❒ If you want to specify another destination, repeat steps 5 and 6.

- ❒ Entered destinations can be checked using **【▲】** or **【▼】**.
- ❒ To delete an entered destination, find it using **【▲】** or **【▼】**, press the **【Clear/Stop】** key, and then press **[Delete]**.

7 **Press the 【Start】 key.**

Note

- ❒ Do not lift the ADF during scanning.

After scanning, the standby display appears.

Sending originals using the exposure glass

① Make sure the Memory Trans. indicator lights. If it is not, press the **【Memory Trans.】** key.

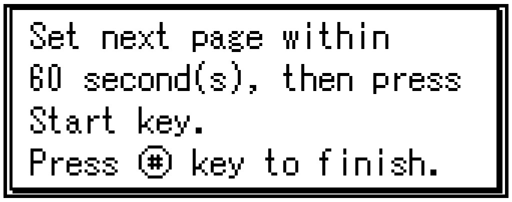
② Place the first page of your original face down on the exposure glass.

③ Specify a destination.

④ Make the scan settings you require.

⑤ Press the **【Start】** key.
The machine starts scanning.

⑥ Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.



```
Set next page within
60 second(s), then press
Start key.
Press ⊕ key to finish.
```

⑦ Repeat steps ④ to ⑥ for all originals.

⑧ Place the last original, press the **【Start】** key, and then press the **【⊕】** key.

Broadcasting Sequence

If you dial several destinations for the same message (broadcasting), the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for broadcasting. For example, if you specify four destinations, A through D, for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the Journal. See p.19 "Printing the Journal", *Facsimile Reference <Advanced Features>* .

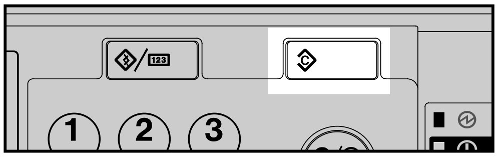
Canceling a Memory Transmission

Even when fax number and e-mail address are simultaneously specified, or only e-mail address is specified, you can cancel the mode using the same procedure. However, you cannot cancel the transmission of a sent Internet Fax document.

Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the **【Start】** key.

1 Press the 【Clear Modes】 key.



ABZ004S

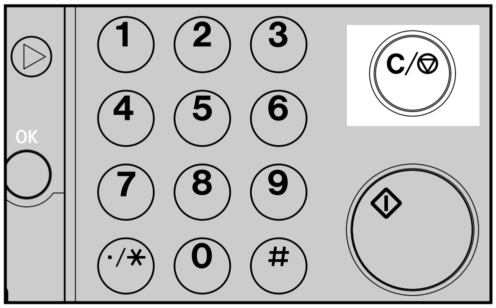
Note

- When documents are placed in the ADF, you can cancel transmission simply by removing them.

While the Original Is Being Scanned

Use this procedure to cancel a transmission after pressing the **【Start】** key.

1 Press the 【Clear/Stop】 key.



ABZ005S

The machine stops scanning.

Note

- Scanning may be completed while you are performing the cancel operation.

While the Original Is Being Transmitted or Before the Transmission Is Started

Note

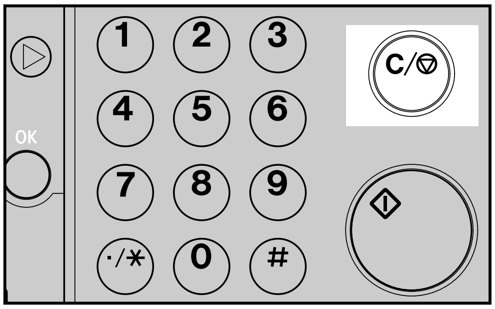
- If the transmission finishes while you are carrying out this procedure, it will not be canceled.
- If you cancel a message while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of your message may have already been sent and received at the other end.

1 Make sure that the standby display appears.

Note

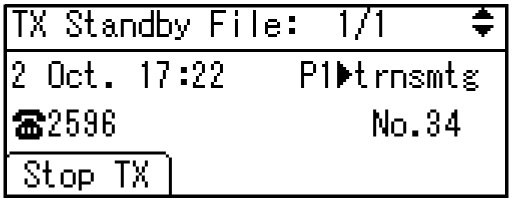
- ❒ If you press the **【Clear/Stop】** key while the original is being scanned, scanning stops.

2 Press the 【Clear/Stop】 key.



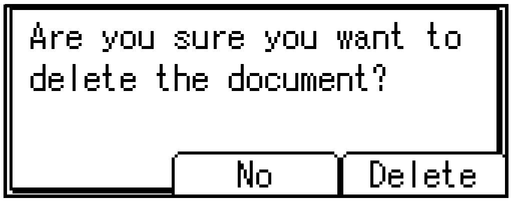
ABZ005S

3 Press [Stop TX].



TX Standby File: 1/1 ⇕
2 Oct. 17:22 P1▶trnsmtg
☎2596 No.34
Stop TX

4 Press [Delete].



Are you sure you want to
delete the document?
No Delete

The standby display appears.

Note

- ❒ If you want to cancel stopping, press **[No]**.

Immediate Transmission

With Immediate Transmission, when you press the **【Start】** key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's Own Name or Own Fax Number on the control panel during transmission).

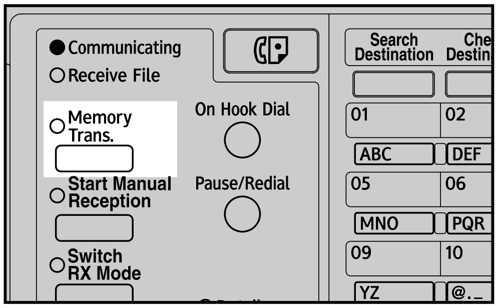
Limitation

- ❐ Internet Fax is performed only with Memory Transmission - which starts transmission automatically after storing documents in memory. If you specify Immediate Transmission in Internet Fax, the "`Try again after switching to memory transmission.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.

Note

- ❐ You cannot send the same document to multiple destinations (broadcasting). Memory Transmission allows this function.
- ❐ You can have the machine set to Memory Transmission mode or Immediate Transmission mode right after the power is turned on. See p.81 "Home Position", *Facsimile Reference <Advanced Features>* .
- ❐ You can have the machine return to the default transmission mode (Memory Transmission or Immediate Transmission) after every transmission. You can change this so that the desired setting is maintained. See p.66 "General Settings/Adjust", *Facsimile Reference <Advanced Features>* .

1 Make sure the Memory Trans. indicator is off.



ABZ003S

Note

- ❐ If it is not, press the **【Memory Trans.】** key.

2 Place the original.

Note

- ❐ You can scan a few pages of your original from the exposure glass and the remaining pages from the ADF. When you have finished scanning from the exposure glass, remove the original from the exposure glass and place the remaining pages in the ADF within 10 seconds.
- ❐ To send two or more pages using the exposure glass, set them one page at a time.
- ❐ The original can be placed whenever, before the **【Start】** key is pressed.

Reference

p.11 “Placing Originals”.

3 Select the scan settings you require.

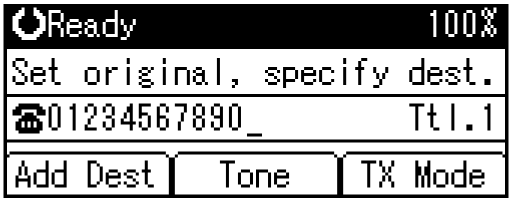
Reference

p.23 “Scan Settings”

p.24 “Original Type”

p.25 “Image Density (Contrast)”

4 Specify a destination.



Ready 100%

Set original, specify dest.

☎01234567890_ Ttl.1

Note

❒ If you make a mistake, press the **【Clear/Stop】** key, and then enter the correct number.

Reference

p.27 “Specifying a Destination”

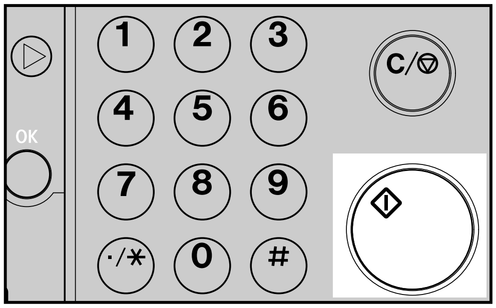
p.29 “Using the Destination List”

p.23 “Chain Dial”, *Facsimile Reference <Advanced Features>*

p.24 “Redial”, *Facsimile Reference <Advanced Features>*

5 Press the **【Start】** key.

The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.



Note

❒ Do not lift the ADF during scanning.

After transmission, the standby display appears.

Sending originals using the exposure glass

① Make sure the Memory Trans. indicator is off. If it is not, press the **【Memory Trans.】** key.

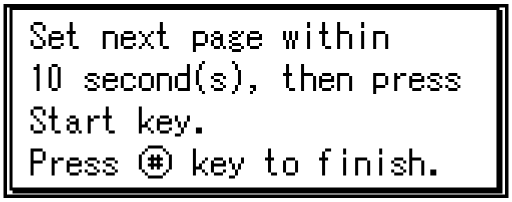
② Place the first page face down on the exposure glass.

③ Specify a destination.

④ Make the scan settings you require.

⑤ Press the **【Start】** key.

⑥ Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.



```
Set next page within
10 second(s), then press
Start key.
Press ㊞ key to finish.
```

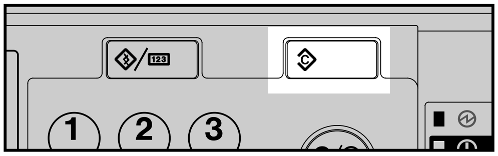
⑦ Repeat steps ④ to ⑥ for all originals.

⑧ Place the last original, and then press the **【#】** key.

Canceling an Immediate Transmission

Before You Have Pressed 【Start】 Key

1 **Press the 【Clear Modes】 key.**



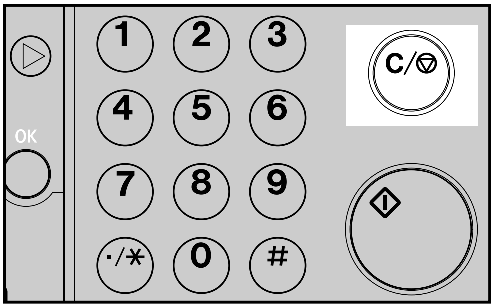
ABZ004S

Note

- ❒ When the original is placed in the ADF, you can also cancel an Immediate Transmission by removing the original.

After You Have Pressed 【Start】 Key

1 **Press the 【Clear/Stop】 key, and then remove the original.**



ABZ005S

Note

- ❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

Scan Settings

You may want to send many different types of fax messages. Some of these may be difficult to reproduce at the receiver's end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

❖ **Resolution:**
Standard, Detail, Fine

❖ **Original Type:**
Text, Photo

❖ **Image Density (Contrast):**
Manual Image Density (five levels)

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The density of the dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (Fine) have high quality but transmission takes longer. Conversely, low resolution (Standard) scanning results in lower quality but your original is sent more quickly. Select the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8 x 3.85 lines/mm, 200 x 100 dpi)**
Select for originals containing normal size characters.

❖ **Detail (8 x 7.7 lines/mm, 200 x 200 dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Fine (8 x 15.4 lines/mm, 200 x 400 dpi)**
Select for originals with fine details or when you require the best possible image clarity. This resolution is four times finer than Standard.

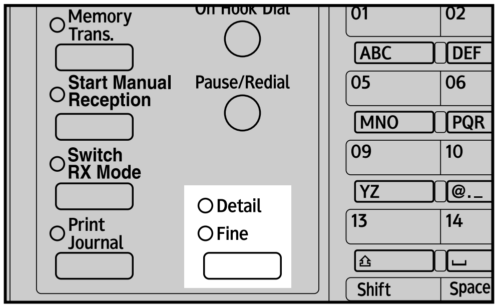
Limitation

- ❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported. You can check the resolution at which you sent actually. See p.19 “Printing the Journal”, *Facsimile Reference <Advanced Features>* .
- ❒ Transmission at Fine resolution is possible with originals of A4, $8^1/_2$"×11" and smaller. Even if you select the Fine resolution for the original exceeding A4, $8^1/_2$"×11", the resolution type is forcibly changed to Detail.
- ❒ In Internet Fax transmission, if the destination is not set in full mode, the original is scanned using Detail, even if you select **[Fine]**.

Note

- ❒ The machine supports Standard, Detail, and Fine resolutions.
- ❒ The resolution type selected as soon as the machine is turned on or modes cleared is set to **[Standard]**.

1 Press the 【Resolution】 key to switch between resolutions. The indicators above the key shows the current selection.



ABZ007S

Note

- ❒ The indicators are off when the resolution is set to Standard.

Original Type

If your original contains photographs, illustrations, or diagrams with complex shading patterns or grays, select the appropriate original type to optimize image clarity.

❖ Text

Select Text to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

❖ Photo

Select Photo to send an original containing a halftone image such as a photograph or a colour original.

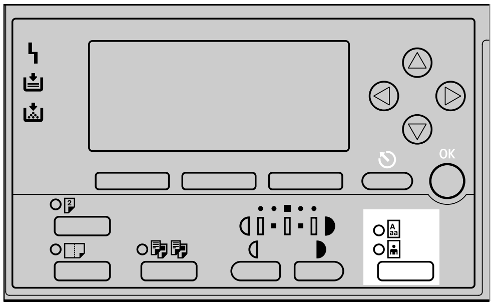
Limitation

- ❒ If you select Photo, resolution is automatically set to Detail. Even if you select Text again, the resolution will not return to Standard.

Note

- ❒ If you select Photo, the transmission will take longer than if you select Text.
- ❒ If you send a fax message with Photo and the background of the received image is dirty, reduce the density and re-send.
- ❒ You can select which original type (Text or Photo) is active when the machine is first turned on, or when the 【Clear Modes】 key is pressed, using **[Home Position]** under **[Key Operator Tools]**. See p.81 "Home Position", *Facsimile Reference <Advanced Features>* (switch 02, bit 1).
- ❒ You can set the machine to return to the initial status obtained by pressing the 【Clear Modes】 key after each transmission using **[Home Position]** under **[Key Operator Tools]**. See p.81 "Home Position", *Facsimile Reference <Advanced Features>* (switch 01, bit 7).

1 Press the 【Original Type】 key for the type you require.



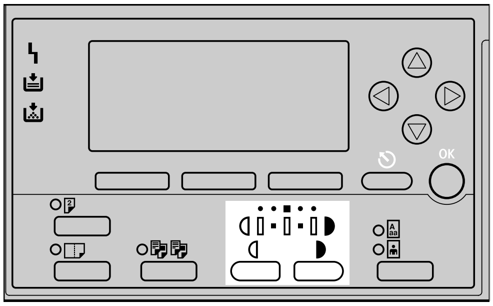
ABZ008S

Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

Use the 【**Image Density**】 key to vary the image density within 5 levels.

1 Press the 【Lighter】 or 【Darker】 key to change the density from five density level.



ABZ009S

Mixing Scan Settings for a Multiple Page Original

When sending an original of several pages, you can select a different image density, resolution, and original type setting for each page.

Place the original, select the scan settings for the first page, dial, and then press the 【**Start**】 key as you would normally. Then follow one of the following two procedures.

Note

- ❐ It is recommended that originals be placed on the exposure glass when mixing scan settings for a multiple page original.

When placing originals on the exposure glass

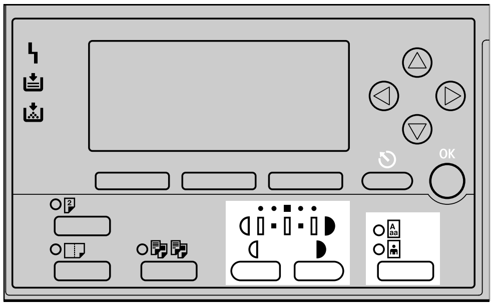
Note

- ❐ Select density, resolution, and original type within 60 seconds for Memory Transmission (10 seconds for Immediate Transmission). The remaining time is shown on the display.

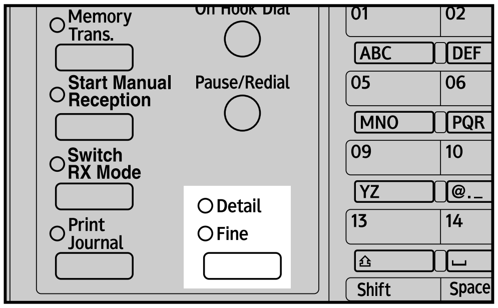
1 Check which pages you want to scan with different settings.

2 Remove the previous page and place the next page.

3 Select the image density, resolution, and original type.



ABZ010S



ABZ007S

Note

- ❐ Adjust the settings for each page before you press the 【**Start**】 key.

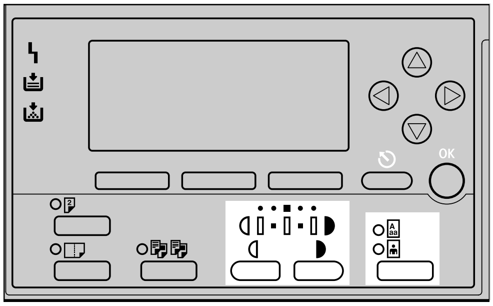
When placing originals in the ADF

Note

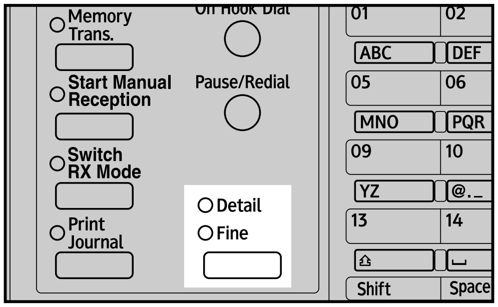
- ❒ Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

1 **Check which pages you want to scan with different settings.**

2 **Select the image density, resolution, and original type before the next page is scanned.**



ABZ010S


Memory Trans.
On Hook Dial
Start Manual Reception
Pause/Redial
Switch RX Mode
Print Journal
Detail
Fine
01
02
ABC
DEF
05
06
MNO
PQR
09
10
YZ
@._
13
14
Shift
Space

ABZ007S

Specifying a Destination

You can specify the destination using one of three methods.

❖ **Fax number**
p.27 "Entering a Fax Number"

❖ **E-mail address**
p.29 "Entering an E-mail Address"

❖ **Destination list**
p.29 "Using the Destination List"

This section covers these functions and others in more detail.

Note

- ❒ The display shows the percentage of free memory space for storing originals. Since fax numbers and e-mail addresses are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

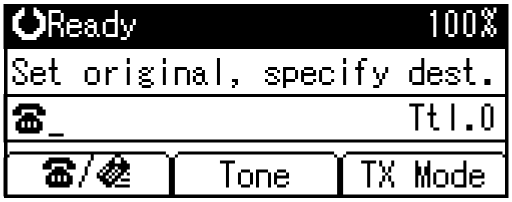
Entering a Fax Number

Enter numbers directly using the key pad on the right side of the control panel.

Note

- ❒ Maximum length of a fax number: 128 digits.
- ❒ You can insert pauses and tones in a fax number. See p.28 "Pause", p.28 "Tone".

1 **Make sure that ☎ is displayed in the destination display column.**

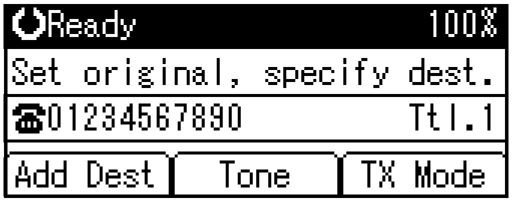


```
Ready                       100%
Set original, specify dest.
☎_                          Ttl.0
☎/✉        Tone        TX Mode
```

Note

- ❒ If it is not displayed, press **[☎ / ✉]**.

2 **Enter the fax number using the number keys.**



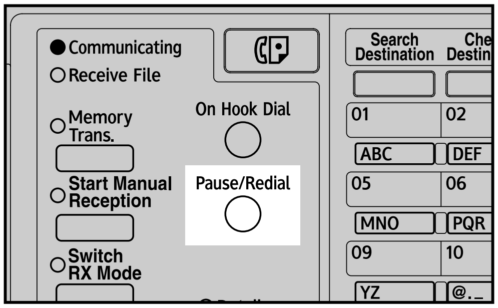
```
Ready                       100%
Set original, specify dest.
☎01234567890                Ttl.1
Add Dest     Tone        TX Mode
```

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key, and then enter again.

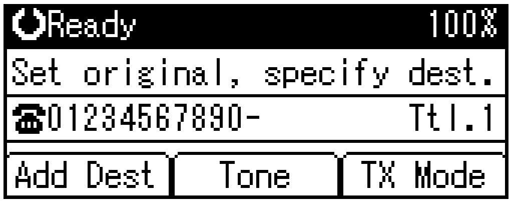
Pause

Press the 【**Pause/Redial**】 key when dialing or storing a number to insert a pause of about two seconds.


Communicating
Receive File
Memory Trans.
Start Manual Reception
Switch RX Mode
On Hook Dial
Pause/Redial
Search Destination
Che Destin
01
02
ABC
DEF
05
06
MNO
PQR
09
10
YZ
@._
ABZ011S

Note

- You cannot insert a pause before the first digit of a fax number. If you press the 【**Pause/Redial**】 key at the first digit, a redial occurs. See p.24 "Redial", *Facsimile Reference <Advanced Features>* .
- A pause is shown as a "-" on the display.


Ready 100%
Set original, specify dest.
☎01234567890- Ttl.1
Add Dest | Tone | TX Mode

Note

- You can also program numbers including pauses in destination lists.

Tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line).

Limitation

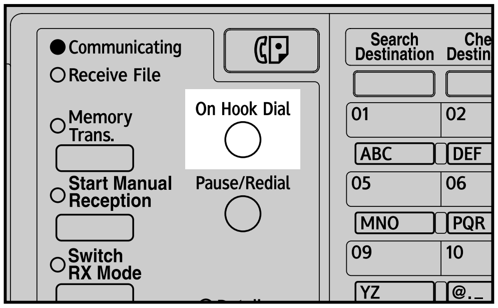
- Certain services may be unavailable when using the Tone function.

Note

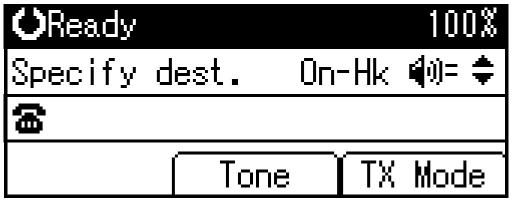
- A tone is shown as a "•" on the display.

Using the Tone function with On Hook Dial

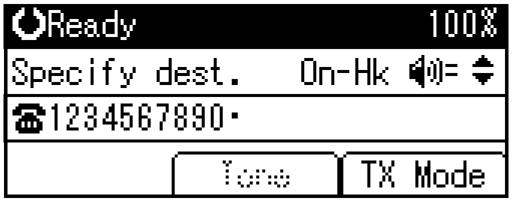
1 Press the 【On Hook Dial】 key.


Communicating
Receive File
Memory Trans.
Start Manual Reception
Switch RX Mode
On Hook Dial
Pause/Redial
Search Destination
Che Destin
01
02
ABC
DEF
05
06
MNO
PQR
09
10
YZ
@._
ABZ012S

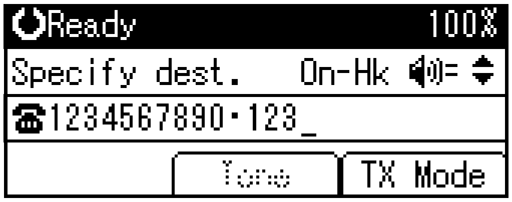
2 Enter the fax number using the number keys.


Ready 100%
Specify dest. On-Hk
☎
Tone | TX Mode

3 Press [Tone].


Ready 100%
Specify dest. On-Hk
☎1234567890•
Tone | TX Mode

4 Enter the number you want to tone dial using the number keys.


Ready 100%
Specify dest. On-Hk
☎1234567890•123_
Tone | TX Mode

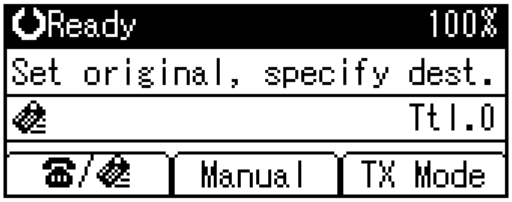
Entering an E-mail Address

When using Internet Fax transmission, specify the e-mail address in place of the fax number.

Note

- ❒ You can enter up to 128 characters.

1 **Make sure that ✉ is displayed in the destination display column.**



Ready 100%

Set original, specify dest.

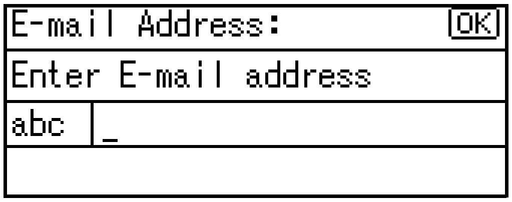
✉ Ttl.0

☎/✉ | Manual | TX Mode

Note

- ❒ If it is not displayed, press **[☎/✉]**.

2 **Press [Manual].**

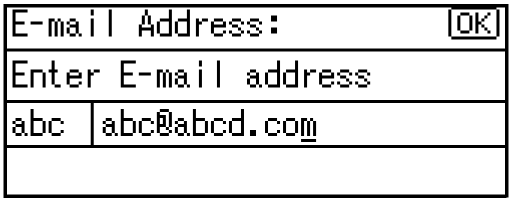


E-mail Address: OK

Enter E-mail address

abc _

3 **Enter the e-mail address destination, and then press the 【OK】 key.**



E-mail Address: OK

Enter E-mail address

abc abc@abcd.com

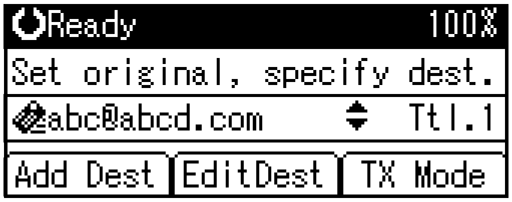
Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key, and then enter again.
- ❒ To change the e-mail address after pressing the **【OK】** key, press **[EditDest]**, re-enter an e-mail address, and then press the **【OK】** key.

Reference

“Entering Text”, *General Settings Guide*

The destination is specified.



Ready 100%

Set original, specify dest.

✉abc@abcd.com ⇕ Ttl.1

Add Dest | EditDest | TX Mode

Using the Destination List

You can program up to 150 destinations (fax numbers and e-mail addresses) into the destination list. The destinations programmed into destination numbers 001 to 016 can be specified by pressing Quick Dial keys 01 to 16. Hence, you should program frequently used destinations in the Quick Dial keys. In a Quick Dial key, you can program a single destination or multiple destinations (fax numbers and/or e-mail addresses). A Quick Dial key programmed with multiple destinations is called a Group Dial. You can send (broadcast) the same message to the destinations in the Group Dial.

You can also program a name for a Quick Dial key (for example "Brown", or "Branch Office") that will appear before you press the **【Start】** key to start sending.

Preparation

In the destination list, program individual fax numbers, e-mail addresses and/or groups of destinations. See “Registering a Fax Destination”, “Registering an E-mail Destination”, and “Registering a New Group”, *General Settings Guide*.

Limitation

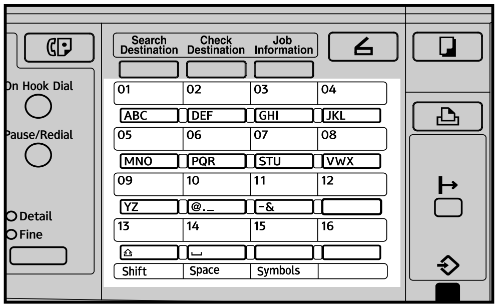
- ❒ Group Dial can be used for Memory Transmission only; not Immediate Transmission. If you specify Immediate Transmission in Group Dial, the "`Try again after switching to memory transmission.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.

Note

- ❒ To check the contents of Quick Dial, print the destination list. See “Key Operator Tools”, *General Settings Guide*.
- ❒ A stored name can be printed out on the first page of a received fax at the other end. See p.9 “Label Insertion”, *Facsimile Reference <Advanced Features>* .
- ❒ To check the contents of the Groups, print the list. See “Key Operator Tools”, *General Settings Guide*.

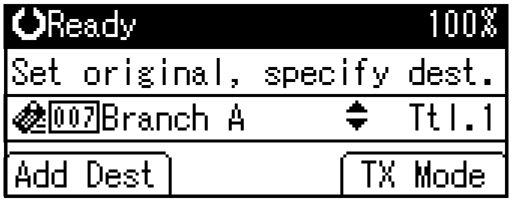
Specifying a destination using the Quick Dial key

1 Press the Quick Dial key in which the destination's number is programmed.


On Hook Dial
Pause/Redial
Detail
Fine
Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABZ013S

If the destionation's name has been stored, the name is shown on the display. If it is not, the fax number or e-mail address is shown.


Ready 100%
Set original, specify dest.
007 Branch A ⇕ Ttl.1
Add Dest TX Mode

Note

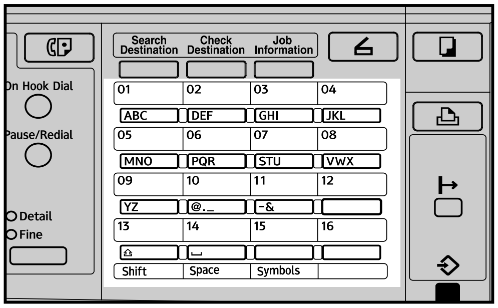
- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ If you want to specify another destination, press **[Add Dest]** and specify another fax number or e-mail address.
- ❒ You do not have to press **[Add Dest]** when adding a destination using the Quick Dial keys.

2 Press the 【Start】 key.

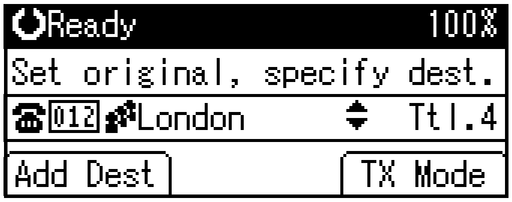
Specifying a group of destinations using the Quick Dial key

1 Place the original, and then select the scan settings you require.

2 Press the Quick Dial key in which the Group is programmed.


On Hook Dial
Pause/Redial
Detail
Fine
Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX
09
10
11
12
YZ
@._
-&
13
14
15
16
Shift
Space
Symbols

ABZ013S


Ready 100%
Set original, specify dest.
☎ 012 London ⇕ Ttl.4
Add Dest TX Mode

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ If you want to specify other destinations, press **[Add Dest]**.

3 Press the 【Start】 key.

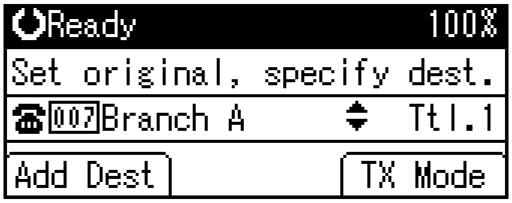
Note

- ❒ If you press an incorrect Quick Dial key, press the **【Clear/Stop】** key, and then press the Quick Dial key you want.
- ❒ To cancel all the destinations specified by the Quick Dial key, press the **【Clear Mode】** key. Then, repeat from step **2**.

Checking the Specified Destination

If you specified from the destination list, you can display the name and fax numbers or e-mail addresses. If the group is specified for the destination, you can display fax numbers or e-mail addresses in the group.

1 Make sure the destination name appears on the display.



Ready 100%

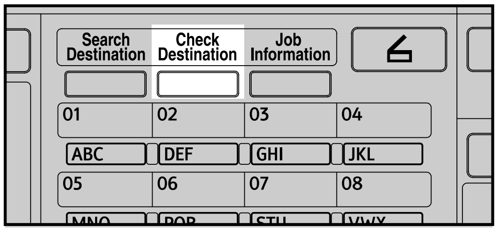
Set original, specify dest.

☎007Branch A ⇕ Ttl.1

Note

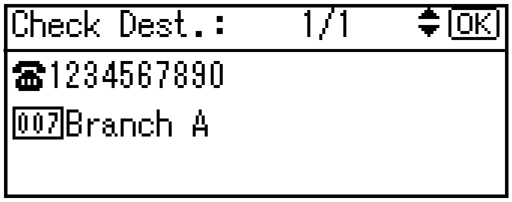
- ❒ If you want to specify other destinations, press **[Add Dest]**.

2 Press the 【Check Destination】 key.



ABZ014S

3 If you specified more than one destination, display them one by one using 【▲】 or 【▼】.



Check Dest.: 1/1 ⇕ OK

☎1234567890

007Branch A

Note

- ❒ If you specified a group using the Quick Dial keys, 👥, the group icon appears to the right of the destination name.

4 Press the 【OK】 key when confirmation is complete.

The display returns to that of step **1**.

Searching for a Destination

Use this procedure to search through the destination lists for a particular destination.

❖ **Search by Destination Name**
p.32 "Search by Destination Name"

❖ **Select by Display Destination List**
p.33 "Selecting from Destination List"

❖ **Specifying a Registration Number**
p.34 "Specifying a Registration Number"

❖ **Search by Fax Number**
p.35 "Search by Fax Number"

❖ **Search by E-mail Address**
p.36 "Search by E-mail Address"

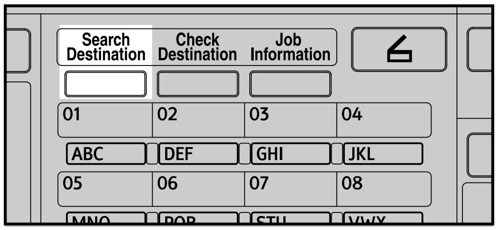
Search by Destination Name

Note

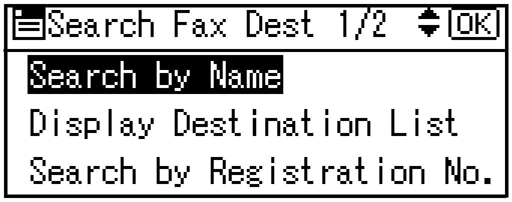
❒ The search returns only destinations whose beginnings match the entered name.

❒ This function distinguishes between lowercase and uppercase letters.

1 Press the 【Search Destination】 key.



2 Make sure [Search by Name] is selected.



Search Fax Dest 1/2 OK
Search by Name
Display Destination List
Search by Registration No.

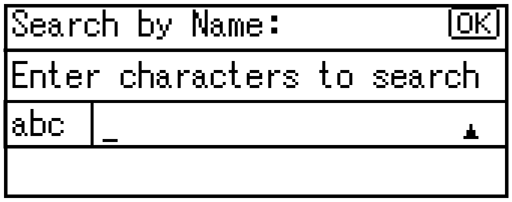
Note

❒ If **[Search by Name]** is not selected, press 【▲】 or 【▼】 to display.

3 Press the 【OK】 key.

[Search by Name] entry display appears.

4 Enter characters to search.



Search by Name: OK
Enter characters to search
abc _

Reference

"Entering Text", *General Settings Guide*.

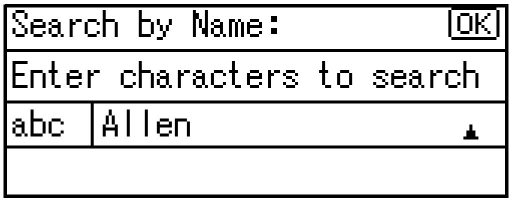
Note

❒ If you enter a wrong destination name, press 【◀】, 【▶】 or the 【Clear/Stop】 key, and then enter the destination name again.

5 Press the 【OK】 key.

[Search by Name] confirmation display appears.

6 Press the 【OK】 key.

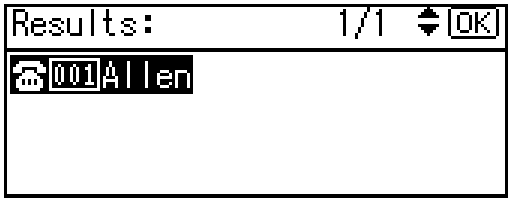

Search by Name: OK
Enter characters to search
abc Allen

A search progress starts, then search result appears.

Note

- ❒ If no destination is matched for specified text, "`Specified destination is not programmed.`" is displayed. Press **[Exit]** to return to the display of **2**.

7 Select the destination name to specify using 【▲】 or 【▼】.


Results: 1/1 ⬍ OK
☎ 001 Allen

8 Press the 【OK】 key.

The destination which you searched is specified for the destination.

Note

- ❒ Press **[Add Dest]** to specify other destinations.

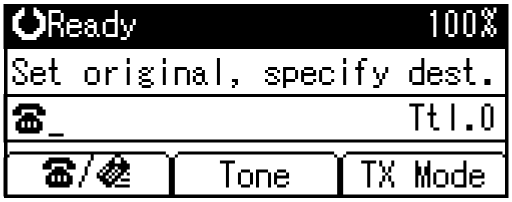
Selecting from Destination List

Destinations can be selected from the destination list. Destinations appear in order of registration number.

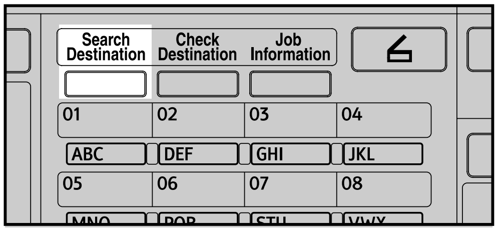
Limitation

- ❒ Fax and e-mail destinations are not displayed at the same time.

1 Press [☎/✉] to switch the destination to fax number ☎ or e-mail address ✉.

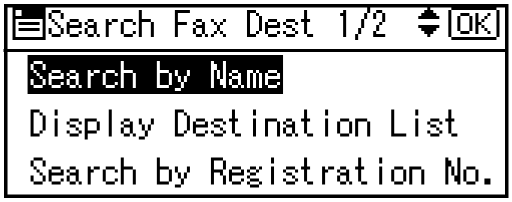

Ready 100%
Set original, specify dest.
☎_ Ttl.0
☎/✉ | Tone | TX Mode

2 Press the 【Search Destination】 key.



ABZ015S

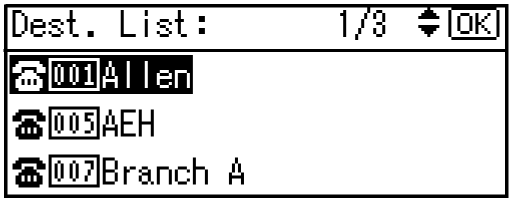
3 Select [Display Destination List] using 【▼】 or 【▲】.


Search Fax Dest 1/2 ⬍ OK
Search by Name
Display Destination List
Search by Registration No.

4 Press the 【OK】 key.

Destinations appear in order of registration number.

5 Select the destination you want to specify using 【▼】 or 【▲】.


Dest. List: 1/3 ⬍ OK
☎ 001 Allen
☎ 005 AEH
☎ 007 Branch A

6 **Press the 【OK】 key.**

The specified destination is selected.

Note

- ❒ Press **[Add Dest]** to specify other destinations.
- ❒ You cannot specify destinations twice. If you try to, the "`This destination has already been programmed.`" message appears. Press **[Exit]** to return to the standby display.

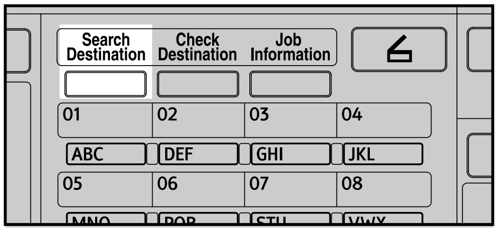
Specifying a Registration Number

You can search by Destination Lists.

Limitation

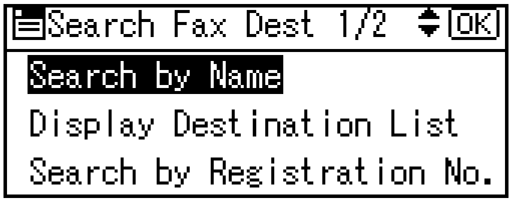
- ❒ Fax and e-mail destination are not displayed at the same time.

1 **Press the 【Search Destination】 key.**



ABZ015S

2 **Select [Search by Registration No.] using 【▲】 or 【▼】.**

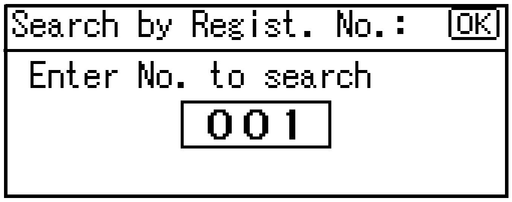


Search Fax Dest 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

3 **Press the 【OK】 key.**

[Search by Registration No.] entry display appears.

4 **Enter the three-digit registration number of desired Quick Dial key by number keys.**



Search by Regist. No.: OK
Enter No. to search
001

Note

- ❒ If you enter a wrong registration number, press the **【Clear/Stop】** key, and then enter the code again.

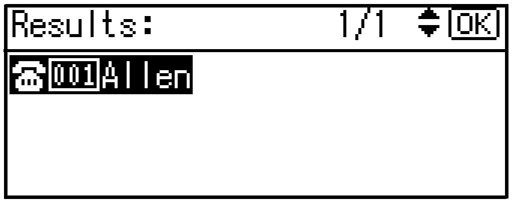
5 **Press the 【OK】 key.**

Search result appears.

Note

- ❒ If no destination is matched for specified registration number, "`Specified destination is not programmed.`" is displayed. Press **[Exit]** to return to the display of **2**.

6 **Press the 【OK】 key.**



Results: 1/1 ⇕ OK
☎001Allen

The destination which you searched is specified for the destination.

Note

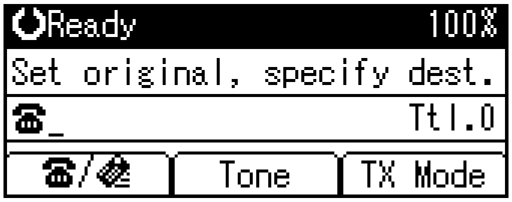
- ❒ If you try to specify the destination again, "`This destination has already been programmed.`" is displayed. Press **[Exit]** to return to the destination specifying display.
- ❒ Press **[Add Dest]** to specify other destinations.

Search by Fax Number

Note

- ❒ The search returns only destinations whose beginnings match the entered fax number.

1 **Press [☎/📠] to display ☎.**



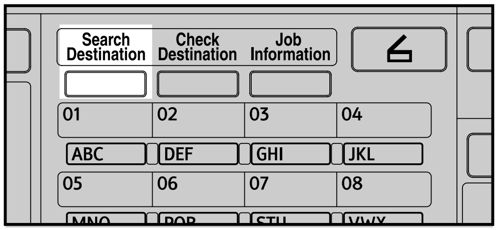
Ready 100%

Set original, specify dest.

☎_ Ttl.0

☎/📠
Tone
TX Mode

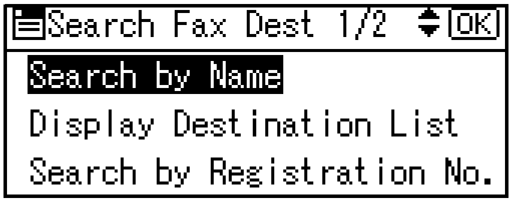
2 **Press the 【Search Destination】 key.**



Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08

ABZ015S

3 **Select [Search by Fax No.] using 【▲】 or 【▼】.**



Search Fax Dest 1/2 ⇕ OK
Search by Name
Display Destination List
Search by Registration No.

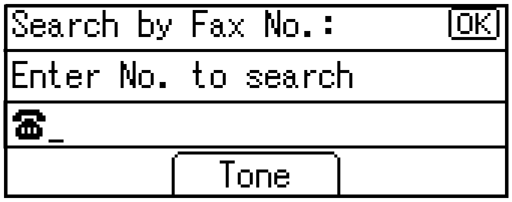
Note

- ❒ If **[Search by Fax No.]** does not appear, ☎ is not selected in step **1**. Press the **【Cancel】** key to return to step **1**.

4 **Press the 【OK】 key.**

[Search by Fax No.] entry display appears.

5 **Enter a fax number to search for.**



Search by Fax No.: OK

Enter No. to search

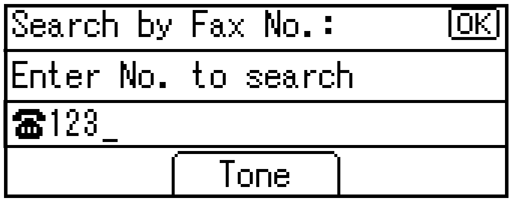
☎_

Note

- ❒ You can search with a part of the fax number. However, you must enter a number from top for beginning matching.
- ❒ If you enter a wrong fax number, press **【◀】**, **【▶】** or the **【Clear/Stop】** key, and then enter the number again.

6 **Press the 【OK】 key.**

[Search by Fax No.] confirmation display appears.

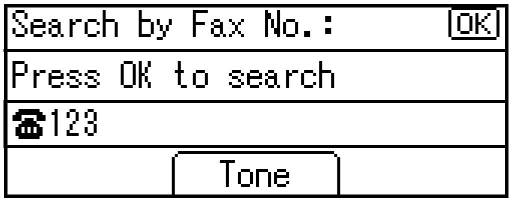


Search by Fax No.: OK

Enter No. to search

☎123_

7 **Press the 【OK】 key.**



Search by Fax No.: OK

Press OK to search

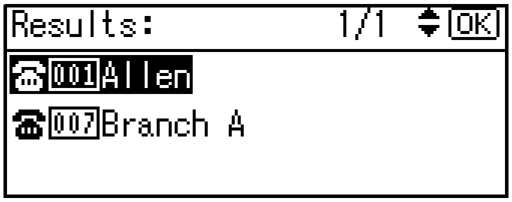
☎123

Search result appears.

Note

- ❒ If no destination is matched for specified fax number, "`Specified destination is not programmed.` " is displayed. Press **[Exit]** to return to step **3**.

8 **Select the number to specify using 【▲】 or 【▼】.**



Results: 1/1 ⇕ OK

☎ 001 Allen

☎ 007 Branch A

9 **Press the 【OK】 key.**

The destination which you searched is specified.

Note

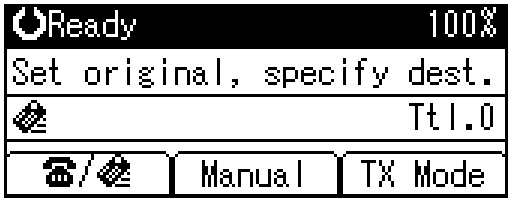
- ❒ Press **[Add Dest]** to specify other destinations.

Search by E-mail Address

Note

- ❒ The search returns only destinations whose beginnings match the entered e-mail address.

1 **Press [☎/✉] to display ✉.**

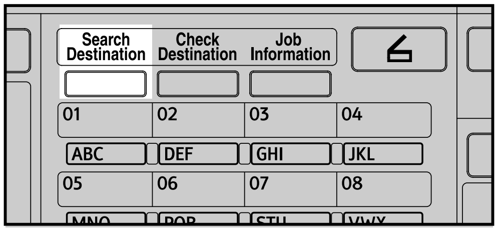


Ready 100%

Set original, specify dest.

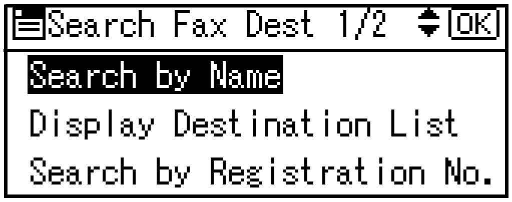
✉ Ttl.0

2 **Press the 【Search Destination】 key.**



ABZ015S

3 **Select [Search by E-mail Address] using 【▲】 or 【▼】.**



Search Fax Dest 1/2 ⇕ OK

Search by Name

Display Destination List

Search by Registration No.

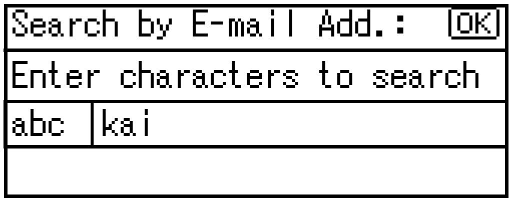
Note

- ❒ If **[Search by E-mail Address]** does not appear, ✉ is not selected in step **1**. Press the 【**Cancel**】 key to return to step **1**.

4 **Press the 【OK】 key.**

[Search by E-mail Address] entry display appears.

5 **Enter an e-mail address to search for.**



Search by E-mail Add.: OK

Enter characters to search

abc | kai

Reference

"Entering Text", *General Settings Guide*

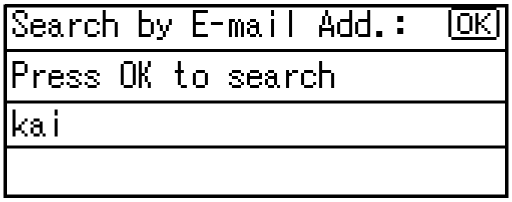
Note

- ❒ You can search with a part of the e-mail address. However, you must enter a number from top for beginning matching.
- ❒ If you enter a wrong e-mail address, press 【◀】, 【▶】 or the 【**Clear/Stop**】 key, and then enter the address again.

6 **Press the 【OK】 key.**

[Search by E-mail Address] confirmation display appears.

7 **Press the 【OK】 key.**



Search result appears.

Search by E-mail Add.: OK

Press OK to search

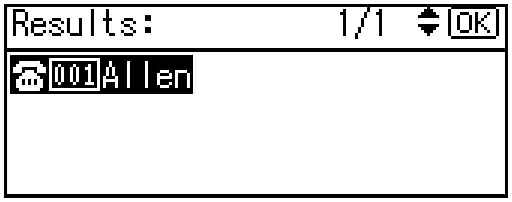
kai

Search result appears.

Note

❒ If no destination is matched for specified e-mail address, "`Specified destination is not programmed.` " is displayed. Press **[Exit]** to return to the display of **3**.

8 **Select the e-mail address to specify using 【▲】 or 【▼】.**



Results: 1/1 ⬍ OK

☎ 001 Allen

9 **Press the 【OK】 key.**

The destination which you searched is specified.

Note

❒ Press **[Add Dest]** to specify other destinations.

Reception

There are two ways you can set up your machine to handle incoming calls:

- Manual Reception (external telephone required)
- Auto Reception

❖ Auto Switch

In this mode, the machine rings a number of times. You can answer the call while the machine is ringing. If you do not answer the call, the machine automatically changes to receive fax messages.

❖ Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax message, you must switch manually to facsimile mode.

❖ Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax message. Use this setting on a dedicated fax line.

Note

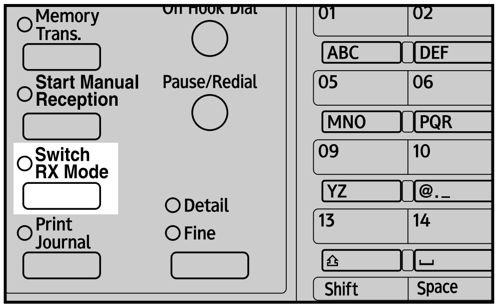
- ❒ The external telephone is required to use this machine as a telephone.
- ❒ You can change the number of rings. See p.67 "RX Mode Auto Switch Time", *Facsimile Reference <Advanced Features>* .
- ❒ When the other party send a fax message, the machine changes to receive the fax message automatically.
- ❒ You can connect a telephone answering machine with Auto Select.
- ❒ Set a smaller number of rings for the telephone answering machine than for the fax machine.
- ❒ This function will not work with certain answering machines.

Switching the Reception Mode

You can switch reception modes using the Reception Settings menu (under Fax Features). See p.67 "Reception Settings", *Facsimile Reference <Advanced Features>* .

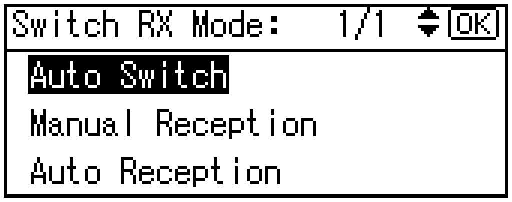
If you program a User Function key with Switch Reception Mode, you can switch reception mode quickly. See p.66 "General Settings/Adjust", *Facsimile Reference <Advanced Features>* . This function is set to the User Function key **【F2】** as default.

1 Press the 【Switch RX Mode】 key.



ABZ016S

2. Select the reception mode using 【▲】 or 【▼】, and then press the 【OK】 key.



Switch RX Mode: 1/1 ⇕ OK

Auto Switch

Manual Reception

Auto Reception

The standby display appears.

Note

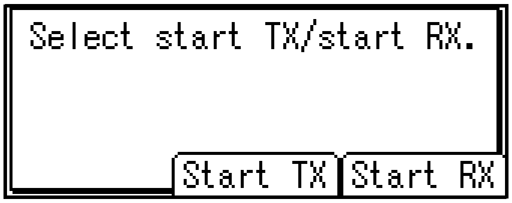
❒ To cancel the selection, press the 【Cancel】 key.

Receiving a Fax in Manual Reception Mode

1. When the machine rings, pick up the handset of the external telephone.

2. If you hear beeps, press the 【Start】 key. (The 【Start】 key is only available in facsimile mode when an original is not placed.)

3. Select [Start RX] using 【▲】 or 【▼】.



Select start TX/start RX.

4. Replace the handset of the external telephone. The machine will start receiving.

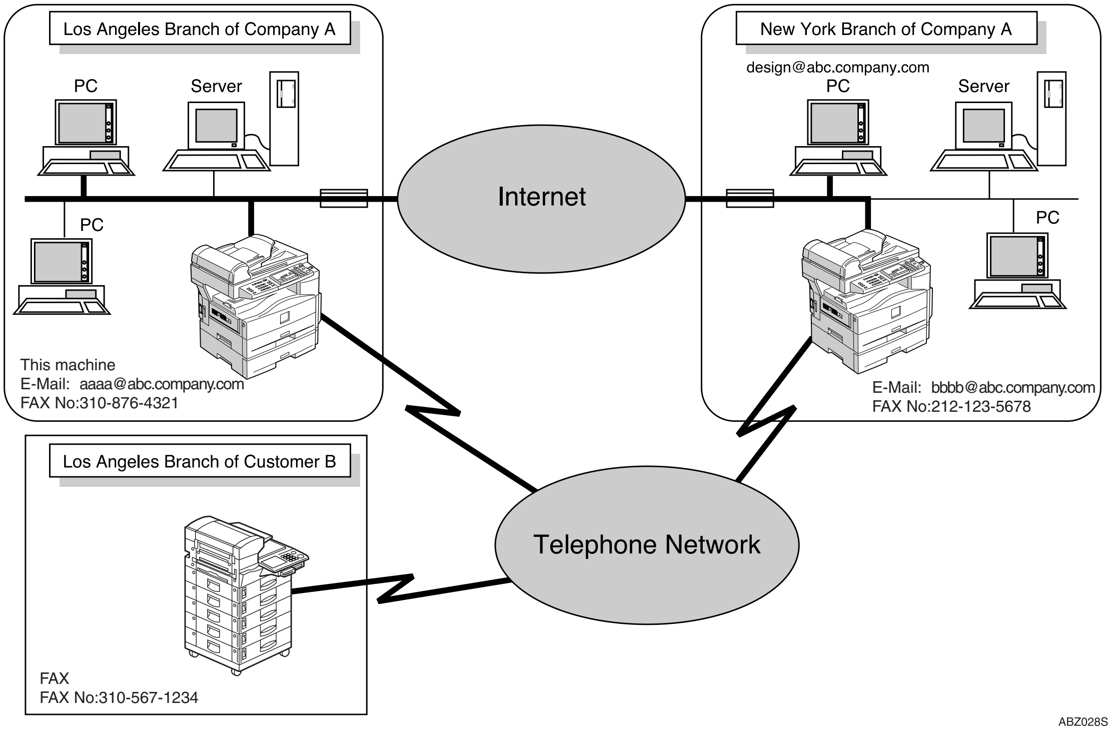
Internet Fax Functions

The optional printer/scanner unit is required.

This machine converts scanned document images to e-mail format and transmits the data over the Internet.

The e-mail sent by this machine can be received by another Internet Fax machine. Instead of dialing the telephone number of the destination you want to send to, you enter the relevant e-mail address.

You can also print or forward received e-mail messages.


Los Angeles Branch of Company A
PC
Server
PC
This machine
E-Mail: aaaa@abc.company.com
FAX No:310-876-4321
Internet
New York Branch of Company A
design@abc.company.com
PC
Server
PC
E-Mail: bbbb@abc.company.com
FAX No:212-123-5678
Los Angeles Branch of Customer B
FAX
FAX No:310-567-1234
Telephone Network
ABZ028S

Note

- ❒ This machine must be connected to a LAN and set up correctly in order to use its Internet Fax functions. See *Network Guide*.
- ❒ The Internet Fax function supported by this machine is compliant with ITU-T Rec. T.37.
- ❒ You can receive e-mail messages with an attached TIFF-F image sent from computers.

Internet Fax Precautions

- Internet Fax communicates with a server over a LAN. It cannot communicate directly with other parties.
- If a transmission is not successful, this machine usually receives an e-mail error notification. See p.97 “Server-Generated Error E-mail”, *Facsimile Reference <Advanced Features>* . However, e-mail error notifications may not be transmitted for various reasons. We recommend you confirm receipt of important document by calling the other party.
- The level of security for Internet communications is low. We recommend you use the telephone network for confidential communications.
- Voice communication is not supported over a LAN.
- Internet Fax delivery might be delayed due to network congestion. Use a standard fax whenever communication is time sensitive.
- If you use this machine with dial-up connection, the Auto E-mail Reception function accesses the provider's server via telephone line and may incur call charges even if you do not receive e-mail. To reduce the frequency of server access, specify a large E-mail Reception Interval. For the E-mail Reception Interval setting, see "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Functions Not Supported by E-mail Transmission

The following functions are supported with standard fax transmission, but not with Internet Faxing.

- Immediate Transmission
- Chain Dial
- On Hook Dial
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)

Functions Not Supported by E-mail Reception

The following functions are supported with standard fax reception, but not with Internet Faxing.

- Memory Lock Reception
- Authorized Reception

T.37 Full Mode

This machine is T.37 full mode compatible. T.37 full mode is an international standard for Internet Fax transmission. (ITU-T announcement, RFC2532)

When an Internet Fax communication is made between T.37 full mode compatible machines, the receiver side sends the return receipt (dispatched) in response to the reception confirmation request attached to the sent e-mail. This return receipt includes the receiver's reception capability information (compression type, paper size, and resolution). When the receiver is programmed in the Address Book as the full mode destination, the sender side automatically registers the received information in the Address Book. This allows you to send subsequent an Internet Fax document to that receiver based on this information.

Note

❒ When you program a destination in the Address Book via a Web browser, program the T.37 full mode supporting machine as the T.37 full mode destination. See p.58 “Editing Receiver's Fax Information Via Web Browser”, *Facsimile Reference <Advanced Features>* .

❒ When you use Internet Fax transmission, you can send a document to multiple destinations at once. However, when you specify full mode destinations, since each destination may have a different reception capability, transmission is done one by one in the specified transmission order.

❖ Returning a Return Receipt

When an e-mail is received, if the sender requests reception confirmation, the receiver sends a return receipt that includes the receiving machine's capability (compression type, paper size, and resolution).

❖ Registering the Received Reception Confirmation Contents

When the sender receives the return receipt that includes the receiver's reception capability, the sender checks the sent final recipient address is programmed in the Address Book. If it is programmed as a full mode destination, the sender automatically registers the receiver's reception capability. The registered reception capability is updated each time the sender receives new reception capability information. The sender can send documents to the receiver based on this information.

❖ Requesting a Reception Confirmation

When the receiver's machine supports T.37 full mode and is programmed as a full mode machine and its reception capability is set in the Address Book, the machine requests the reception confirmation from the receiver. Then, the machine will receive the return receipt (sent) that includes the receiver's reception capability.

Note

- ❒ If the receiver is programmed as the simple mode machine or not programmed in the Address Book, the receiver's reception capability cannot be registered.
- ❒ If you know the receiver's reception capability, you can set it manually. However, this setting will be overwritten when the machine receives the return receipt. See p.58 “Editing Receiver's Fax Information Via Web Browser”, *Facsimile Reference <Advanced Features>* .

Transmitting Internet Fax

Preparation

You need to make System Settings beforehand. See “Setting Up the Machine on a Network”, *Network Guide*.

This section describes how to scan a document into the memory and send it as e-mail. Specify the destination's e-mail address instead of fax number.

You can send Internet Fax documents only with Memory Transmission. If you specify Immediate Transmission in Internet Fax, the "`Try again after switching to memory transmission.`" message appears. When this happens, press **[Exit]**, and then switch to Memory Transmission.

When sending documents, you can set e-mail options using **[TX Mode]**.

You can set the following options:

❖ Attach Subject

Allows you to enter a subject for the document you want to send.

Note

- ❒ For convenience, program frequently-used subject. "Urgent", and "High" are programmed as default. See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.
- ❒ You can enter up to 64 characters in total.
- ❒ If you send e-mail without setting a subject in "E-mail Options" under "TX Mode", the subject is automatically inserted. For more details about how a subject is automatically inserted, see p.49 “About the E-mail Subject”.
- ❒ You cannot send a subject only as e-mail without an original.

❖ Return Receipt

You can confirm sent documents were properly received using e-mail or Journal.

Important

- ❒ If power outage lasts about an hour, or the machine is disconnected from the power outlet for about an hour, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the Operation switch does not delete stored documents. See p.96 “Turning Off the Main Power/In Case of a Power Failure”, *Facsimile Reference <Advanced Features>* .
- ❒ You may not be able to send large files as e-mail, depending on e-mail environment conditions.
- ❒ The level of security for Internet communications is low. Use of the telephone network is recommended for confidential communications.

Limitation

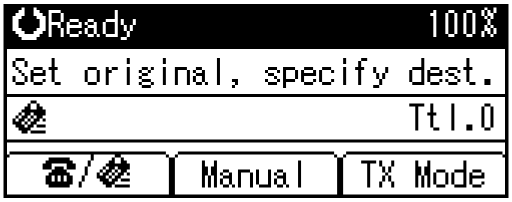
- ❒ When available memory is low, you may not be able to send the Internet Faxes.

Note

- ❒ Because the machine sends documents as e-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a computer.

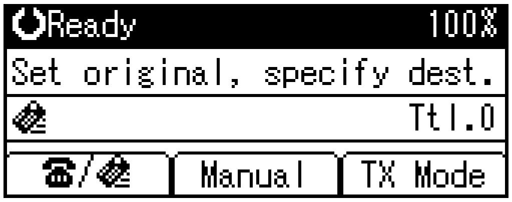
- You can limit the size of transmitted e-mail messages. See p.68 “E-mail Settings”, *Facsimile Reference <Advanced Features>* .
- See p.54 “Received Images” for how e-mail is actually received by the computer when it is sent with mail options selected.
- When you transmit an Internet Fax specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission.
- You can specify fax destination and Internet Fax destination simultaneously.
- You cannot send e-mails to a destination as cc.

1 Press [☎ / ✉] to display ✉.



```
Ready                      100%
Set original, specify dest.
✉                          Ttl.0
 ☎/✉   | Manual  | TX Mode
```

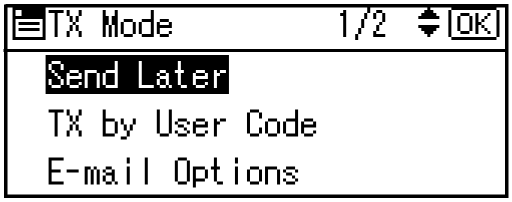
2 When you set an e-mail option, press [TX Mode].



```
Ready                      100%
Set original, specify dest.
✉                          Ttl.0
 ☎/✉   | Manual  | TX Mode
```

If you are not setting e-mail options, proceed to step 4.

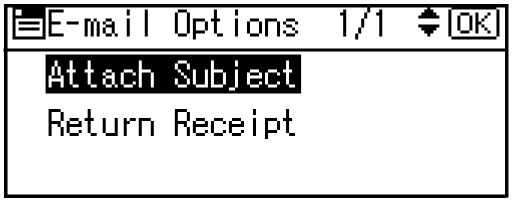
3 Select [E-mail Options] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
TX Mode          1/2  ⇕ OK
 Send Later
 TX by User Code
 E-mail Options
```

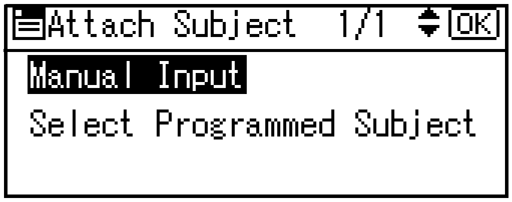
To enter the subject directly

❶ Select [Attach Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.



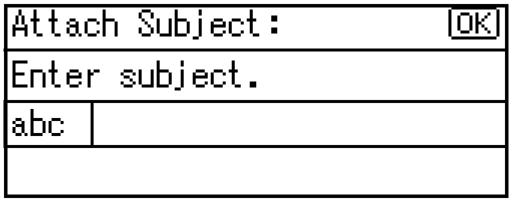
```
E-mail Options   1/1  ⇕ OK
 Attach Subject
 Return Receipt
```

❷ Select [Manual Input] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Attach Subject   1/1  ⇕ OK
Manual Input
Select Programmed Subject
```

❸ Enter the subject.



```
Attach Subject:          OK
Enter subject.
abc |
```

Reference

"Entering Text", *General Settings Guide.*

Note

- If you enter a wrong subject, press the 【Clear/Stop】 key, and then enter the subject again.

❹ Press the 【OK】 key.

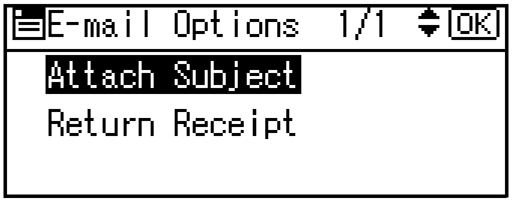
The display returns to that of step ❶.

Note

- ❒ If you press the 【Cancel】 key, entering a subject is canceled. The display returns to that of step ❶.

To enter the programmed subject

❶ Select [Attach Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.

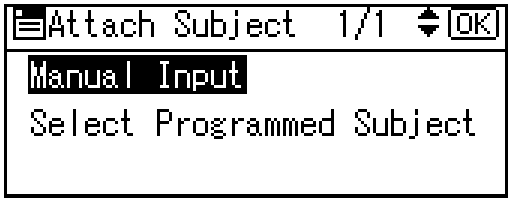


E-mail Options 1/1 ⇕OK

Attach Subject

Return Receipt

❷ Select [Select Programmed Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.



Attach Subject 1/1 ⇕OK

Manual Input

Select Programmed Subject

❸ After selecting the subject, press the 【OK】 key.

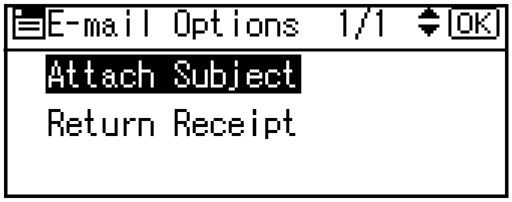
Note

- ❒ You can register up to 5 programmed subjects. See p.46 "To enter the subject directly".
- ❒ If you press the 【Cancel】 key, attaching a subject is canceled. The display returns to that of step ❶.

The display returns to that of step ❶.

Setting Return Receipt

❶ Select [Return Receipt] using 【▲】 or 【▼】, and then press the 【OK】 key.

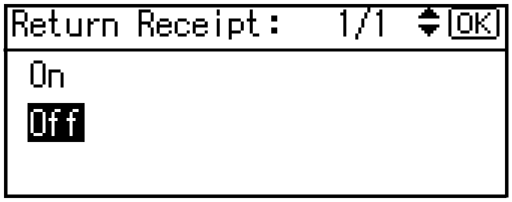


E-mail Options 1/1 ⇕OK

Attach Subject

Return Receipt

❷ Press 【▲】 or 【▼】 to select [On].



Return Receipt: 1/1 ⇕OK

On

Off

Note

- ❒ Select [Off], if you do not want to confirm the reception.

❸ Press the 【OK】 key.

The display returns to that of step ❶.

Note

- ❒ If you press the 【Cancel】 key, the setting is canceled. The display returns to that of step ❶.

4 Press the 【Cancel】 key twice to return to the standby display.

5 Place the original.

Note

- ❒ You can send the first few pages from the exposure glass then the remaining pages from the ADF. After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the ADF.
- ❒ Note that you cannot place pages on the exposure glass after you have started using the ADF.

3

- ❒ The original can be placed either in the ADF or on the exposure glass, until the **【Start】** key is pressed.

Reference

p.11 “Placing Originals”.

6 **Select the scan settings you require.**

Note

- ❒ In Internet Fax transmission, the original is scanned using "Detail" resolution for transmission, even if you select "Fine".

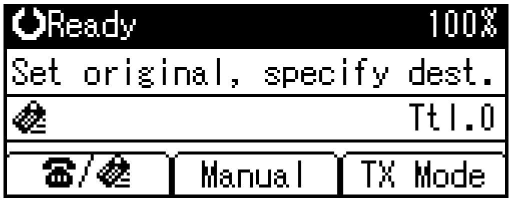
Reference

p.23 “Resolution”

p.24 “Original Type”

p.25 “Image Density (Contrast)”

7 **Enter the e-mail address.**



```
Ready                      100%
Set original, specify dest.
✉                         Ttl.0
 ☎/✉  | Manual | TX Mode
```

Note

- ❒ If ✉ is not displayed in the destination display column, press **[☎/✉]**.

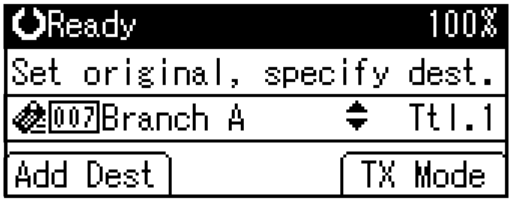
Reference

p.29 “Entering an E-mail Address”.

p.29 “Using the Destination List”.

p.24 “Redial”, *Facsimile Reference <Advanced Features>* .

8 **To send the same document to multiple destinations, press [Add Dest].**



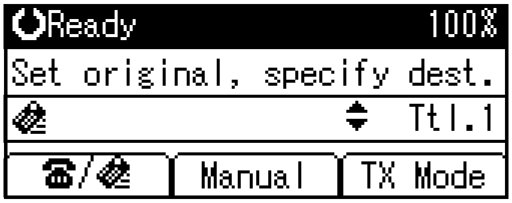
```
Ready                      100%
Set original, specify dest.
✉007Branch A          ⇕  Ttl.1
Add Dest          | TX Mode
```

To send e-mail to one destination only, proceed to step **10**.

Note

- ❒ It is not necessary to press **[Add Dest]** when adding destinations using the Quick Dial key.

9 **Specify the next destination.**



```
Ready                      100%
Set original, specify dest.
✉                     ⇕  Ttl.1
 ☎/✉  | Manual | TX Mode
```

Note

- ❒ Press **[☎/✉]** to switch the destination between fax number and e-mail address.
- ❒ To specify more destinations, repeat steps **8** and **9**.
- ❒ If you want to delete an entered destination, find it using **【▲】** or **【▼】**, press the **【Clear/Stop】** key, and then press **[Delete]**.

10 **Press the 【Start】 key.**

This machine starts scanning the document into memory. The e-mail send operation starts after the scanning operation is complete. When scanning is complete, the Communicating indicator lights and transmission starts.

Note

- ❒ With a large volume of document, it may take some time before transmission starts. This is due to the time the machine requires to convert the data in memory.
- ❒ To cancel transmission of an Internet Fax, see p.51 "Canceling Internet Fax Transmission".

About the E-mail Subject

If there is no subject specified in "Program Fax Information" under "General Settings/Adjust", a subject is automatically inserted.

- If Own Fax Number and Own Name are programmed:
  From "Own Fax Number" ("Own Name") (Fax Message NO.xxxx)
- If only Own Fax Number is programmed:
  From "Own Fax Number" (Fax Message NO.xxxx)
- If only Own Name is programmed:
  From "Own Name" (Fax Message NO.xxxx)
- If neither Own Fax Number nor Own Name are programmed:
  Fax Message NO.xxxx

Note

- ❒ "xxxx" is the document number that appears in the Journal.

Reference

p.55 "Initial Settings and Adjustments"

E-mail Text

When Internet Fax e-mail is sent to computer, the following information is always inserted in the e-mail text. To check the host name and e-mail address, see "Settings You can Change with User Tools", *Network Guide*.

This e-mail was sent from "Host Name" (product name)

Queries to: "Key Operator's e-mail address"

Confirming Reception

When Return Receipt is set under “E-mail Options”, the receiver sends back a return receipt message. Once the return receipt message has been received, "OK" appears in the Result column of Journal, allowing the originator to verify that the transmission has been received.

Limitation

- ❒ The Return Receipt feature is only available if the receiver supports MDN (Message Disposition Notification).
- ❒ Simultaneous Broadcast is not available in this function. Message is sent to a receiver at a time in the order of specified destinations.

Note

- ❒ If your fax is not received normally, “Error” appears in the Result column.
- ❒ Information regarding the last 200 messages is recorded, but only the last 50 communications appear in Journal. If you do not receive a return receipt message for one of the last 50 communications from the receiver's machine, you may not be able to confirm that the e-mail has been received by the Journal's Result column.
- ❒ If you specify mailing list addresses, do not set for Return Receipt. Otherwise, you will receive multiple return receipt messages from e-mail recipients, and the Result column will be overwritten each time a new notice message is received. However, if you receive a return receipt message indicating an error, “Error” appears in the Result column and will not be overwritten, even if you subsequently receive a return receipt message as "OK" following the error message.
- ❒ Return receipt results are only shown in Journal. The Result column in all other files, lists, and transmission reports show "- -".
- ❒ Return receipt messages themselves are not recorded in Journal.
- ❒ The return receipt can be printed out. This can be set with User Parameters. See p.76 “User Parameters”, *Facsimile Reference <Advanced Features>* (switch 21, bit 0).

Canceling Internet Fax Transmission

When fax and Internet Fax destinations are specified simultaneously, you can cancel sending using the same method.

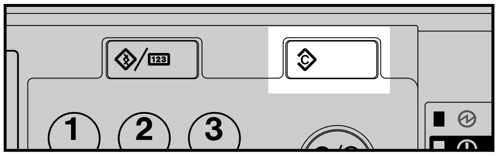
Note

- ❒ You cannot cancel a transmission once scanning is complete.

Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the 【**Start**】 key.

1 Press the 【Clear Modes】 key.



ABZ004S

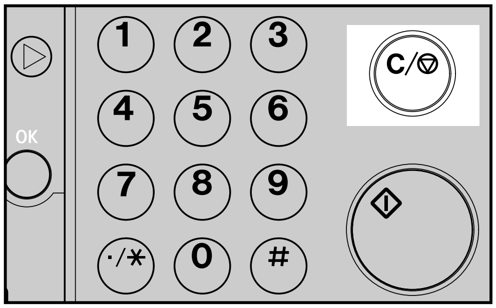
Note

- ❒ When documents are placed in the ADF, you can cancel transmission simply by removing them.

While the Original Is Being Scanned

Use this procedure to cancel a transmission after pressing the 【**Start**】 key.

1 Press the 【Clear/Stop】 key.



ABZ005S

The machine stops scanning.

Note

- ❒ Scanning may be completed while you are performing the cancel operation.
- ❒ If transmission finishes while you are carrying out this procedure, it is not canceled.

Receiving Internet Fax

You can receive e-mail documents by Internet Fax.

There are two methods of receiving e-mail: Auto E-mail Reception and Manual E-mail Reception.

Limitation

- ❒ E-mail with attachments other than TIFF-F format files cannot be received. Senders receive an Error Mail Notification if their e-mail contains attachments. You can select whether or not the machine sends this message with User Parameters. See p.76 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 21, bit 7). However, TIFF-F documents created by the Saving function of DesktopBinder V2 Professional Lite can be received.

Note

- ❒ When Reception Protocol is set to POP3 or IMAP4, you can set the machine to retain incoming e-mail or delete it from the server in "System Settings". See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.
- ❒ With User Parameters, you can have the machine return the acknowledgment of e-mail to the sender. See p.76 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 21, bit 1).

Auto E-mail Reception

When this function is turned on, the machine periodically checks the e-mail server for incoming e-mail and downloads it as necessary.

E-mail auto-reception should be set in "System Settings". When you select auto-reception, set the reception interval in minutes.

See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Note

- ❒ If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

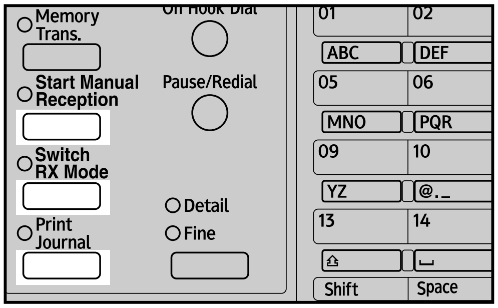
Manual E-mail Reception

The following operation allows you to receive e-mail at all times.

Preparation

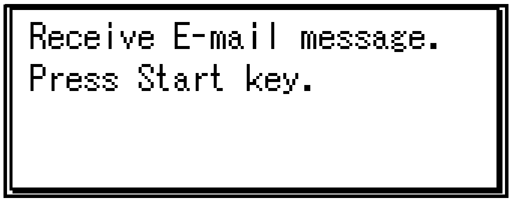
Program the Manual E-mail RX function to a User Function key (【F1】 to 【F3】) beforehand. See p.66 "Set User Function Key", *Facsimile Reference <Advanced Features>* .

1 **Press the programmed User Function key (【F1】 to 【F3】).**

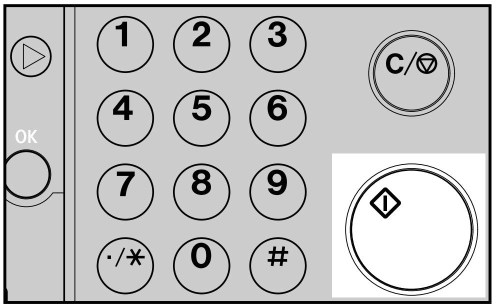


Guide display appears.

2 **Press the 【Start】 key.**



```
Receive E-mail message.
Press Start key.
```

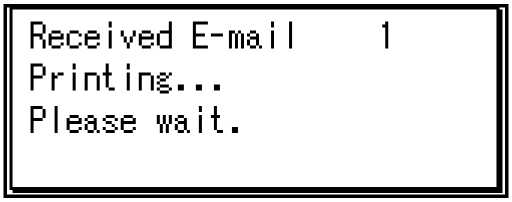


ABZ006S

Accesses the server to check for e-mail.

E-mail is in the server

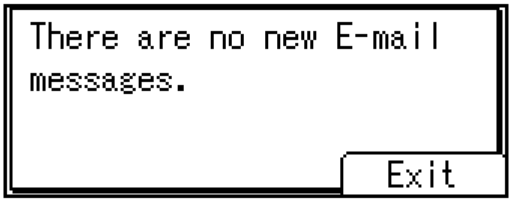
❶ **Start printing and receiving in the memory. If the receiving is finished, the standby display appears.**



```
Received E-mail     1
Printing...
Please wait.
```

E-mail is not in the server

❶ **Press [Exit].**



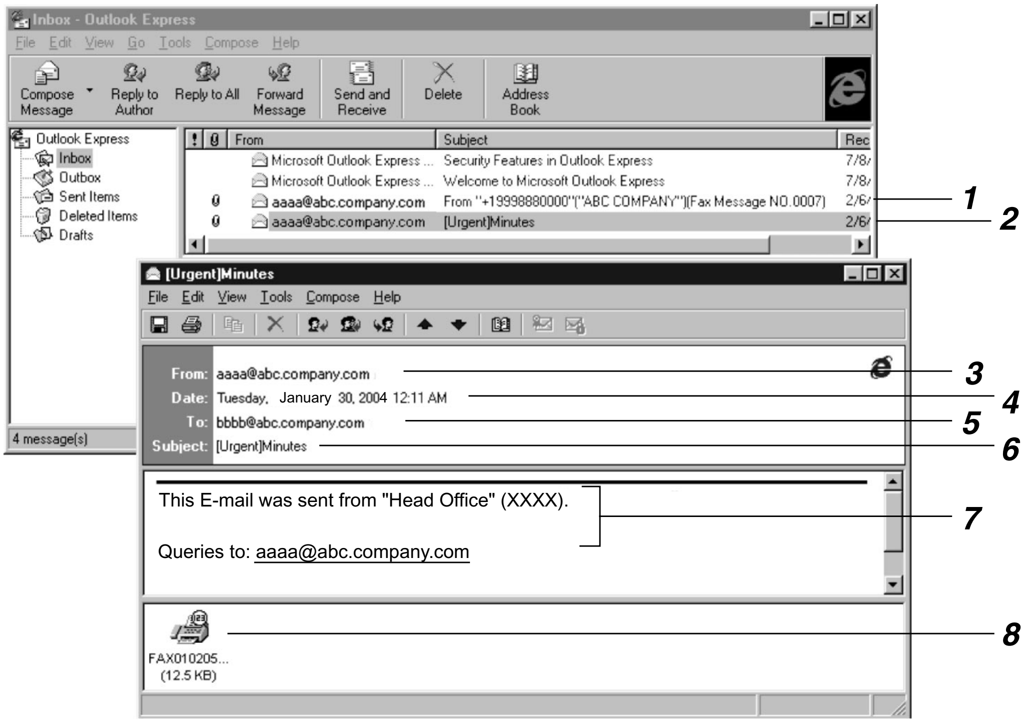
```
There are no new E-mail
messages.
```

The standby display appears.

Received Images

Here is an example of an Internet Fax message sent from this machine and received on a computer using Outlook e-mail software.

The received image varies according to e-mail software.


Inbox - Outlook Express
File Edit View Go Tools Compose Help
Compose Message
Reply to Author
Reply to All
Forward Message
Send and Receive
Delete
Address Book
Outlook Express
Inbox
Outbox
Sent Items
Deleted Items
Drafts
4 message(s)
From
Subject
Rec
[Urgent]Minutes
File Edit View Tools Compose Help
FAX010205...
(12.5 KB)
1
2
3
4
5
6
7
8

From	Subject	Rec
Microsoft Outlook Express ...	Security Features in Outlook Express	7/8/
Microsoft Outlook Express ...	Welcome to Microsoft Outlook Express	7/8/
aaaa@abc.company.com	From "+19998880000"("ABC COMPANY")(Fax Message NO.0007)	2/6/
aaaa@abc.company.com	[Urgent]Minutes	2/6/

From: aaaa@abc.company.com
Date: Tuesday, January 30, 2004 12:11 AM
To: bbbb@abc.company.com
Subject: [Urgent]Minutes

This E-mail was sent from "Head Office" (XXXX).

Queries to: aaaa@abc.company.com

AAN052S

1. E-mail transmitted without specifying a subject in "E-mail Options".

2. E-mail transmitted with a subject specified in "E-mail Options".

3. From

The name (e-mail address) of the sender

4. Date

The date and time of e-mail transmission

5. To

The e-mail address of the recipient

6. Subject

Shows the subject specified in "E-mail Options" at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

From "Own Fax Number" ("Own Name") (Fax Message NO. document number)

7. The message is inserted in all e-mails.

XXXX is a product name.

8. Attachment File

Any message included by the sender is displayed as an attached document.

Initial Settings and Adjustments

You can send information to the other party when transmitting or receiving a fax message. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

Important

- ❒ You can confirm programmed settings from the User Parameter List. We recommend that you print and keep the User Parameter List when you program or change settings. See p.80 "Printing the User Parameter List", *Facsimile Reference <Advanced Features>* .

❖ Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.

Note

- ❒ You can program up to 32 characters in the Fax Header.
- ❒ You can use characters, symbols, numbers, and spaces.
- ❒ You can set whether or not to print a Fax Header using **[Print Fax Header]** under **[TX Mode]**. See p.8 "Fax Header Print", *Facsimile Reference <Advanced Features>* .

❖ Own Name

The Own Name is sent to the other party when you send or receive a fax using a G3 line. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

Limitation

- ❒ Own Name works only when the other machine is of the same manufacturer, and has the Own Name function.

Note

- ❒ You can use characters, symbols, numbers, and spaces.
- ❒ You can program up to 20 characters as an Own Name.

❖ Own Fax Number (facsimile number of sender)

The sender's Own Fax Number is sent to the other party when sending a fax using a G3 line. The received facsimile number is shown on the display of the other machine and printed in a report. This function is available regardless of the manufacturer of the other party's machine.

Note

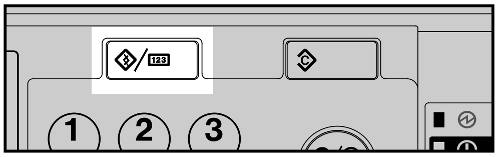
- ❒ You can program up to 20 characters in Own Fax Number.

Note

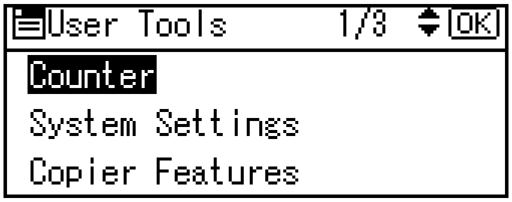
- ❒ When the Key Operator Code is programmed and turned on, user have to enter programmed the Key Operator Code (maximum 8 digit) to operate Key Operator Tools.
- ❒ This prevents unauthorized people from changing registration.

Programming

1 Press the 【User Tools/Counter】 key.



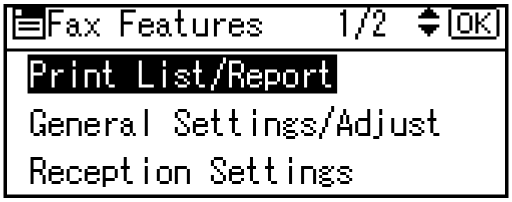
2 Select **[Fax Features]** using 【▲】 or 【▼】, and then press the 【OK】 key.


User Tools 1/3 ⬍ OK
Counter
System Settings
Copier Features

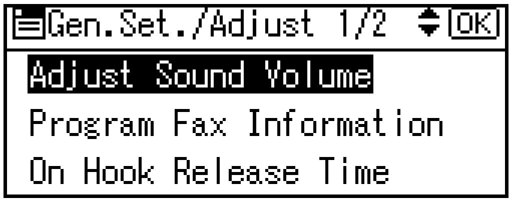
Note

- ❒ If the Key Operator Code is programmed and turned on, enter the Key Operator Code (maximum 8 digit) using number keys, and then press the 【OK】 key.

3 Select **[General Settings/Adjust]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Fax Features 1/2 ⬍ OK
Print List/Report
General Settings/Adjust
Reception Settings

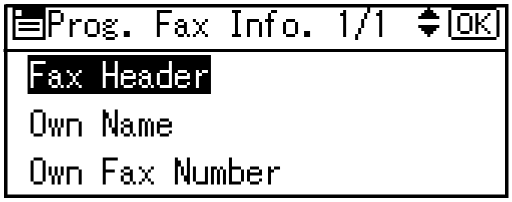
4 Select **[Program Fax Information]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Gen.Set./Adjust 1/2 ⬍ OK
Adjust Sound Volume
Program Fax Information
On Hook Release Time

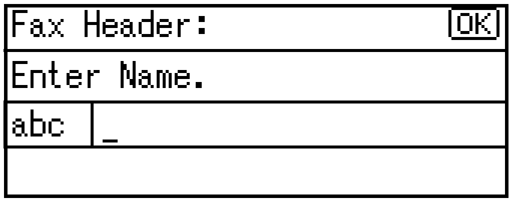
5 Program your name and fax number.

Programming a Fax Header

❶ Select **[Fax Header]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Prog. Fax Info. 1/1 ⬍ OK
Fax Header
Own Name
Own Fax Number

❷ Enter a Fax Header, and then press the 【OK】 key.

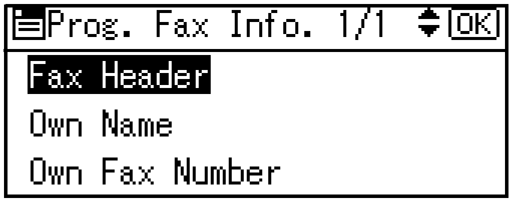

Fax Header: OK
Enter Name.
abc _

Reference

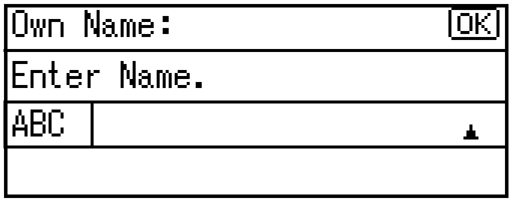
"Entering Text", *General Settings Guide*

Programming an Own Name

❶ Select **[Own Name]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Prog. Fax Info. 1/1 ⬍ OK
Fax Header
Own Name
Own Fax Number

❷ Enter an Own Name, and then press the 【OK】 key.

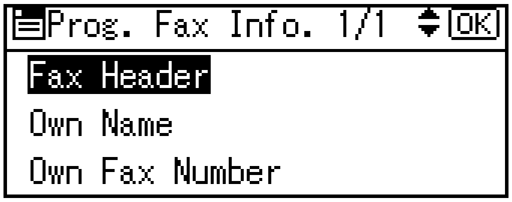

Own Name: OK
Enter Name.
ABC

Reference

"Entering Text", *General Settings Guide.*

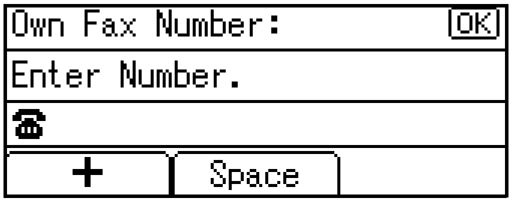
Programming an Own Fax Number

❶ **Select [Own Fax Number] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Prog. Fax Info. 1/1 ⬍ OK
Fax Header
Own Name
Own Fax Number

❷ **Enter an Own Fax Number using number keys, and then press the 【OK】 key.**



Own Fax Number: OK
Enter Number.
☎
+ Space

Note

- ❒ To enter a + sign or a space, press **[+]** or **[Space]**.
- ❒ If you enter a wrong number, press 【◀】, 【▶】 or the 【**Clear/Stop**】 key, and then enter the number again.

6 **Press the 【User Tools/Counter】 key.**

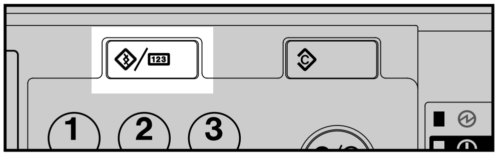
The standby display appears.

Editing

Note

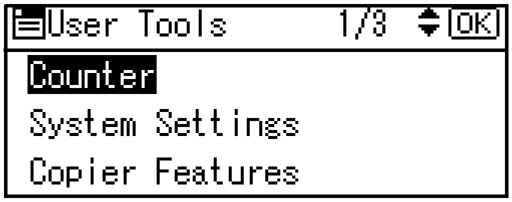
- ❒ This following procedure explains how to edit Fax Header, as an example of editing.
- ❒ When the Key Operator Code is programmed and turned on, user have to enter programmed the Key Operator Code (maximum 8 digit) to operate Key Operator Tools.

1 **Press the 【User Tools/Counter】 key.**



ABZ018S

2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**

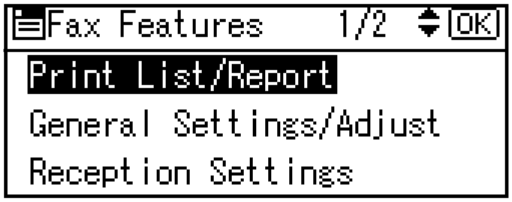


User Tools 1/3 ⬍ OK
Counter
System Settings
Copier Features

Note

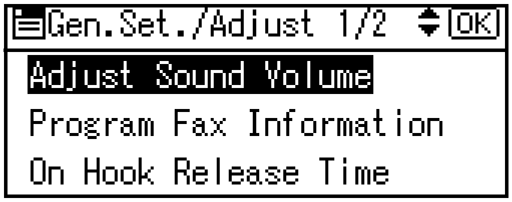
- ❒ If the Key Operator Code is programmed and turned on, enter the Key Operator Code (maximum 8 digit) using number keys, and then press the 【OK】 key.

3 **Select [General Settings/Adjust] using 【▲】 or 【▼】, and then press the 【OK】 key.**



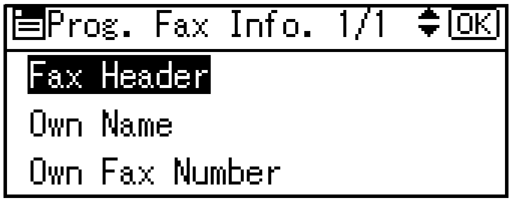
Fax Features 1/2 ⬍ OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [Program Fax Information] using 【▲】 or 【▼】, and then press the 【OK】 key.**

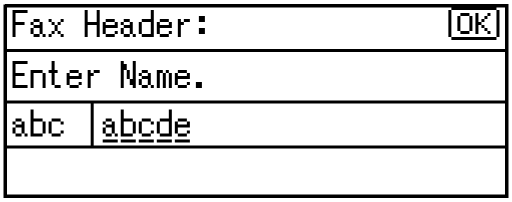


Gen.Set./Adjust 1/2 ⬍ OK
Adjust Sound Volume
Program Fax Information
On Hook Release Time

5 **Select [Fax Header] using 【▲】 or 【▼】, and then press the 【OK】 key.**

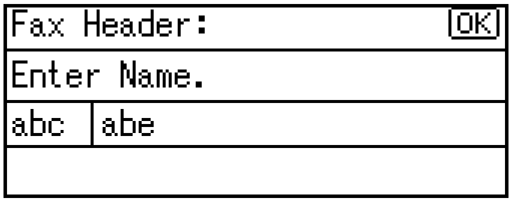

```
Prog. Fax Info. 1/1 ⇕ OK
Fax Header
Own Name
Own Fax Number
```

6 **Press the 【Clear/Stop】 key.**


```
Fax Header:         OK
Enter Name.
abc | abcde
```

All characters are deleted.

7 **Enter the characters you want to program, and then press the 【OK】 key.**


```
Fax Header:         OK
Enter Name.
abc | abe
```

The information for editing are programmed.

Reference

"Entering Text", *General Settings Guide*.

Note

- ❒ Press the 【Cancel】 key to cancel editing. The display returns to that of step **5**.

8 **Press the 【User Tools/Counter】 key.**

The standby display appears.

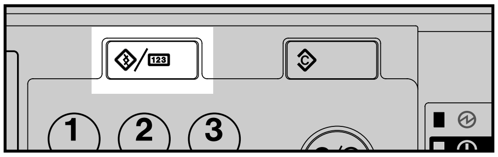
Deleting

This following procedure explains how to delete Fax Header, as an example of deleting.

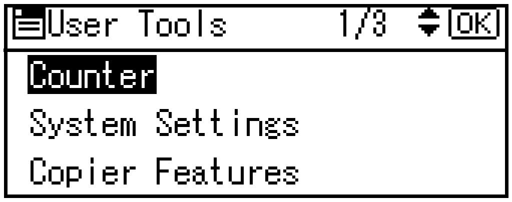
Note

- ❒ If the Key Operator Code is programmed and turned on, enter the Key Operator Code(maximum 8 digit) using number keys, and then press the 【OK】 key.

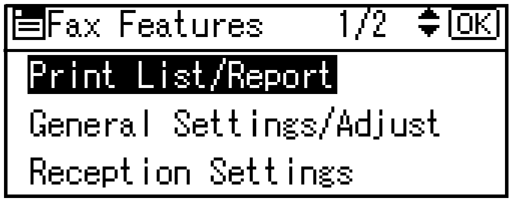
1 **Press the 【User Tools/Counter】 key.**



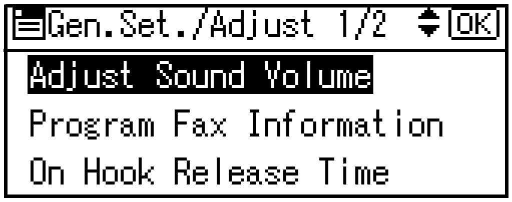
2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**


```
User Tools      1/3 ⇕ OK
Counter
System Settings
Copier Features
```

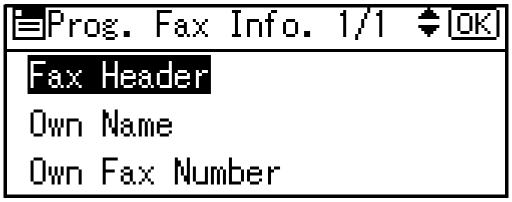
3 **Select [General Settings/Adjust] using 【▲】 or 【▼】, and then press the 【OK】 key.**


```
Fax Features    1/2 ⇕ OK
Print List/Report
General Settings/Adjust
Reception Settings
```

4 **Select [Program Fax Information] using 【▲】 or 【▼】, and then press the 【OK】 key.**

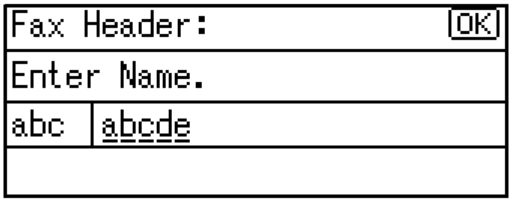

```
Gen.Set./Adjust 1/2 ⇕ OK
Adjust Sound Volume
Program Fax Information
On Hook Release Time
```

5 **Select [Fax Header] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Prog. Fax Info. 1/1 ⇕ OK
Fax Header
Own Name
Own Fax Number

6 **Press the 【Clear/Stop】 key.**



Fax Header: OK
Enter Name.
abc | abcde

All registered characters are deleted.

Note

❒ Press the 【Cancel】 key to cancel deleting. The display returns to that of step **5**.

7 **Press the 【OK】 key.**

The display returns to that of step **5**.

8 **Press the 【User Tools/Counter】 key.**

The standby display appears.

Programming Fax Numbers and E-mail addresses

You can program fax destinations using Address Book Management in the Key Operator Tools menu under System Settings.

You can also register the programmed fax numbers and e-mail addresses in a Group.

Note

- ❒ When you try to return to the standby display after changing the contents of the Address Book, a message appears stating the destination list has been updated. Press **[Exit]**. The standby display then reappears.

Reference

"Key Operator Tools", *General Settings Guide*

"E-mail Destination", *General Settings Guide*

"Registering Destinations to a Group", *General Settings Guide*

5. Troubleshooting

Adjusting the Volume

You can change the volume of the following sounds that the machine makes.

❖ **On Hook Mode**
Heard when the 【**On Hook Dial**】 key is pressed.

❖ **At Transmission**
Heard when the machine sends a message.

❖ **At Reception**
Heard when the machine receives a message.

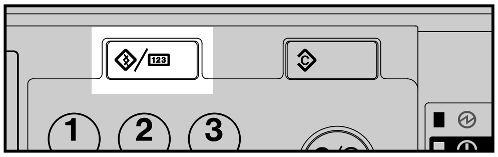
❖ **At Dialing**
Heard after pressing the 【**Start**】 key, until the line connects to the destination.

❖ **At Printing**
Heard when a received message is printed. See p.40 "Print Completion Beep", *Facsimile Reference <Advanced Features>* .

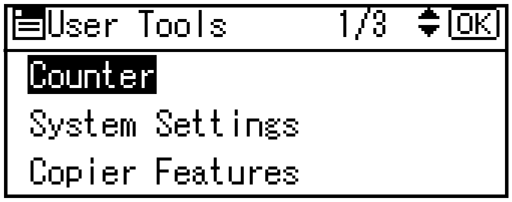
Note

❒ You can adjust the On Hook volume when you press the 【**On Hook Dial**】 key. See p.25 "On Hook Dial", *Facsimile Reference <Advanced Features>* .

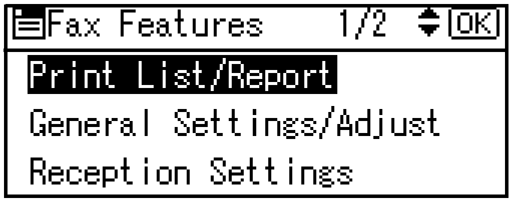
1 **Press the 【User Tools/Counter】 key.**



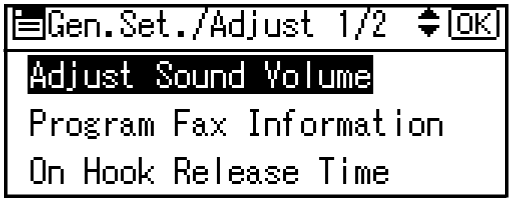
2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**


User Tools 1/3 ⇕ OK
Counter
System Settings
Copier Features

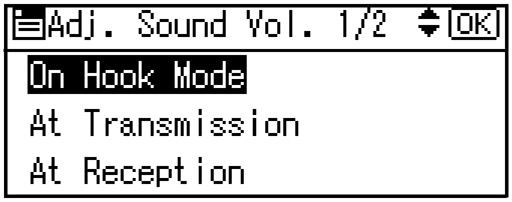
3 **Select [General Settings/Adjust] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Fax Features 1/2 ⇕ OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [Adjust Sound Volume] using 【▲】 or 【▼】, and then press the 【OK】 key.**

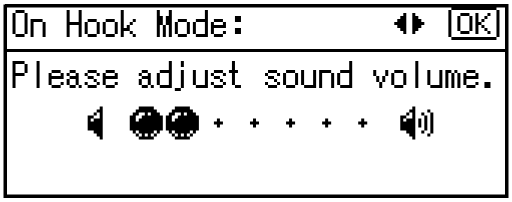

Gen.Set./Adjust 1/2 ⇕ OK
Adjust Sound Volume
Program Fax Information
On Hook Release Time

5 **Select the item you want to adjust using 【▲】 or 【▼】.**


Adj. Sound Vol. 1/2 ⇕ OK
On Hook Mode
At Transmission
At Reception

6 **Press the 【OK】 key.**

7 You can adjust the volume using 【◀】 or 【▶】.



On Hook Mode: ◀▶ OK

Please adjust sound volume.

🔈 ●● · · · · · 🔊

Note

- ❒ You can adjust the volume by seven levels.

8 Press the 【OK】 key.

Note

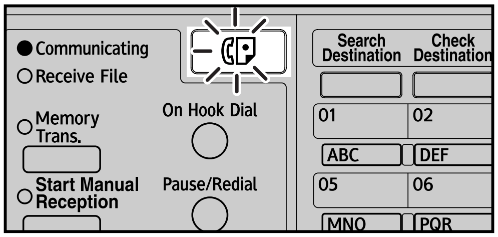
- ❒ Press the 【Cancel】 key to cancel setting and the display returns to that of step **5**.

9 Press the 【User Tools/Counter】 key.

The standby display appears.

When【Facsimile】Key Is Lit in Red

If this key is lit, press the key to enter the facsimile mode. Then, refer to the table below and take the appropriate action.


Communicating
Receive File
Memory Trans.
On Hook Dial
Start Manual Reception
Pause/Redial
Search Destination
Check Destination
01
02
ABC
DEF
05
06
MNO
PQR

ABZ019S

Problem	Solutions
A facsimile error has occurred.	The facsimile has a problem. Contact your service representative. See p.65 "Error Messages and Their Meanings" The copier will still function normally.
Out of paper	Add more paper. "Loading Paper", *Copy Reference*
A network error has occurred.	• Check the displayed message. See p.65 "Error Messages and Their Meanings". • Check the machine is correctly connected to the network, and the machine is correctly set. See *Network Guide*. • Consult your network administrator. • When the key is still lit in red even if you take the measures above, please contact your service representative.

When Toner Runs Out

When the machine has run out of toner, the symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

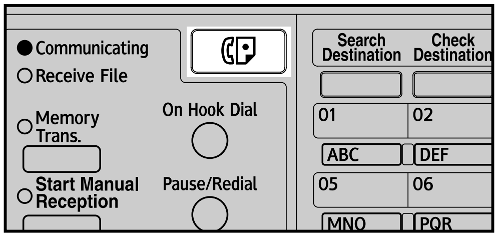
Important

- The number of communications, that have been executed after the toner has run out and that automatically-output Journal has not list, exceeds 100, communication will not be possible.

Limitation

- The Memory Storage Report is not printed.

1 Make sure that the machine is in facsimile mode.


Communicating
Receive File
Memory Trans.
On Hook Dial
Start Manual Reception
Pause/Redial
Search Destination
Check Destination
01
02
ABC
DEF
05
06
MNO
PQR
ABZ020S

Note

- If the standby display is not displayed, press the **【Facsimile】** key.

2 Press [Exit], and then perform transmission operation.

The error message disappears.

Reference

p.14 “Memory Transmission”

p.19 “Immediate Transmission”

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. If other message appears, follow the message.

Message	**Causes and solutions**
`Put original back, check it and press Start key.`	Original jammed during Memory Transmission. Place originals that have not been scanned again.
`Error occurred, and trans. was cancelled.`	A document jam occurred during Immediate Transmission. Press the **【OK】** key, and then resend the pages that have not been sent. An error occurred during Immediate Transmission. Press the **【OK】** key, and then resend the original. **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error reoccurs frequently, contact your service representative.
`Memory is full. Scanning will be stopped and only scanned page(s) will be stored.`	If you press **[Exit]**, the machine returns to standby mode and starts transmitting the pages that have been stored.
`Cannot send fax as scanner is in use by another function.`	The Copy function is in use. To cancel the job in process, do the following, and then try faxing again. Press **[Exit]**, and then press the **【Copy】** key. Next press the **【Clear/Stop】** key. When the message "`[Stop] key was pressed. Stop copying?`" appears, press **[Stop]**.
`Updating the settings. Re-select dest./functions after update finishes.`	Wait with the main power switch on. The machine will enter standby mode after it exits from RDS mode.
`Check whether there are any network problems.` `[14-01]`	Cannot find the DNS server or SMTP server. • Check the DNS server is correctly programmed using the Web browser. See the Web browser's Help. • Check the SMTP server is correctly programmed using the Web browser. See the Web browser's Help. • Check the LAN cable is correctly connected to the machine. See "Connecting the Network Cable to the Network", *Network Guide*. • Check the network connection and radio wave status. • Consult your network administrator.

Message	Causes and solutions
`Check whether there are any network problems.` `[14-09]`	E-mail transmission was refused by SMTP authentication or POP before SMTP authentication. - Check the user name and password for SMTP or POP before SMTP authentication are correctly programmed in Fax Mail Reception Account under File Transfer in System Settings. See "Settings You Can Change with User Tools-File Transfer", *Network Guide*. - Check the user name and password of the e-mail account are correctly programmed from Fax Mail Reception Account under File Transfer in System Settings. See "Settings You Can Change with User Tools-File Transfer", *Network Guide*. - Consult your network administrator.
`Check whether there are any network problems.` `[14-33]`	No machine's e-mail address is programmed. - Check the fax machine's e-mail address is correctly programmed from Fax Mail Reception Account under File Transfer in System Settings. See "Settings You Can Change with User Tools-File Transfer", *Network Guide*. - Consult your network administrator.
`Check whether there are any network problems.` `[15-01]`	No POP3/IMAP4 server's address is programmed. - Check the host name or IP address of the POP3/IMAP4 server is correctly programmed using the Web browser. See the Web browser's Help. - Consult your network administrator.
`Check whether there are any network problems.` `[15-02]`	No account name is programmed. - Check the user name and password of the e-mail account are correctly programmed from Fax Mail Reception Account under File Transfer in System Settings. See "Settings You Can Change with User Tools-File Transfer", *Network Guide*. - Consult your network administrator.
`Check whether there are any network problems.` `[15-03]`	No machine's e-mail address is programmed. - Check the fax machine's e-mail address is correctly programmed from Fax Mail Reception Account under File Transfer in System Settings. See "Settings You Can Change with User Tools-File Transfer", *Network Guide*. - Consult your network administrator.

Message	Causes and solutions
`Check whether there are any network problems.` `[15-11]`	Cannot find the DNS server or POP3/IMAP4 server. • Check the DNS server is correctly programmed using the Web browser. See the Web browser's Help. • Check the POP3/IMAP4 server is correctly programmed using the Web browser. See the Web browser's Help. • Check the network connection and radio wave status. • Consult your network administrator.
`Check whether there are any network problems.` `[15-12]`	Cannot log on to the POP3/IMAP4 server. • Check the user name and password of the e-mail account are correctly programmed from Fax Mail Reception Account under File Transfer in System Settings. See "Settings You Can Change with User Tools-File Transfer", *Network Guide*. • Consult your network administrator.

Out of paper display message

If the paper tray runs out of paper, "`Out of paper. Load it, then press [Exit].`" appears on the display, asking you to add more paper.

Note

- ❒ If there is paper left in the other paper trays, you can receive messages as usual, even if the message appears on the display.
- ❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 05, bit 7).

Network error display message

If the "`Check whether there are any network problems.`" message appears, the machine is not correctly connected to the network or the settings of the machine is not correct. If you do not need to connect the machine to the network, you can select so that the message disappear and the key goes out with User Parameters. See p.76 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 21, bit 6).

Note

- ❒ When you restart connecting the machine to the network, make sure to set "Display" with User Parameters. Otherwise, you cannot check the status of the network connection.

Solving Problems

This table lists some common problems and their solutions.

Problem	Causes and solutions	Reference
Image background appears dirty when received at the other end. Images from the back page appear.	Adjust scan density.	p.25 “Image Density (Contrast)”
Printed or sent image contains spots.	The ADF or exposure glass is dirty. Clean them. Make sure that ink or correction fluid is dry before placing originals.	“Maintaining Your Machine”, *Copy Reference*
Received image is too light.	Request the sender to increase image density.	---
	When using moist, rough, or processed paper, the printed image may be partly invisible. Only use recommended paper.	“Copy Paper”, *General Settings Guide*
	When ⍗ appears on the display, toner is beginning to run out. Replace the toner cartridge soon.	“⍗Adding Toner”, *Copy Reference*
The machine failed to print received fax messages.	If this happened when the receive file indicator was lit, a problem such as run out of paper or toner might disable printing.	p.34 “Substitute Reception”, *Facsimile Reference <Advanced Features>*
	When ⤓ is lit, load paper into the tray.	"Loading Paper", *Copy Reference*
Message appears blank at the other end.	The original was placed upside down. Place it properly.	p.11 “Placing Originals”
Both transmission and receiving are impossible.	Make sure that the modular cord is correctly connected.	p.99 “Connecting the Machine to a Telephone Line and Telephone”, *Facsimile Reference <Advanced Features>*
	The terminal adaptor setting is incorrect. Check the setting.	---
Transmission is possible, though receiving is impossible.	The optional terminal adaptor setting is incorrect. Check the setting.	---
Receiving is possible, though transmission is impossible.	The optional terminal adaptor setting is incorrect. Check the setting.	---

Problem	**Causes and solutions**	**Reference**
When using On Hook Dial or Manual Dial, "`Receiving`" appears and transmission is not allowed.	If the machine fails to detect the size of the original when the **【Start】** key is pressed, it performs a receiving operation.	
All fax messages stored in memory have been lost. Those messages include ones stored through Memory Transmission/Reception or Substitute Reception.	When about one hour passes after power of the machine is turned off, all fax messages stored in memory are lost. If any messages have been lost for this reason, a Power Failure Report is automatically printed when the machine is turned on. If fax messages stored for Memory Transmission have been lost, check the destinations and resend the messages. If fax messages received through Memory or Substitute Reception have been lost, ask the senders to resend the messages.	p.96 "Turning Off the Main Power/In Case of a Power Failure", *Facsimile Reference <Advanced Features>*
Transmission failed due to "`Exceeded max. E-mail size.`" error.	If the e-mail size specified on the machine is exceeded, an Internet Fax document cannot be sent. Set Max. E-mail Size to OFF, or specify the maximum e-mail size to a larger value. Then, resend the document.	p.68 "E-mail Settings", *Facsimile Reference <Advanced Features>*
Other fax machine's name is not correctly printed or displayed.	When a destination is programmed in the Address Book using SmartDeviceMonitor for Admin or Web browser, in some languages, the programmed destination may not print or display correctly. When this happens, use ASCII characters (for example: a-z, 0-9).	

When Things Don't Go as Expected

I Want...	Operation	Reference
to cancel a Memory Transmission.	If the original is being scanned, press the **【Clear/Stop】** key.	p.17 "Canceling a Memory Transmission"
	If the original is being sent or if it is in standby, press the **【Clear/Stop】** key, **[Stop TX]**, and then **[Delete]**.	p.17 "Canceling a Memory Transmission" p.11 "Canceling a Transmission", *Facsimile Reference <Advanced Features>*
to cancel an Immediate Transmission.	Press the **【Clear/Stop】** key.	p.22 "Canceling an Immediate Transmission"
to cancel Internet Fax transmission. **Limitation** ❒ Canceling Internet Fax transmission is possible only during scanning. It is impossible during communication.	Press the **【Clear/Stop】** key.	p.51 "Canceling Internet Fax Transmission"

INDEX

A

Adjusting the Volume, 61
- *At Dialing*, 61
- *At Printing*, 61
- *At Reception*, 61
- *At Transmission*, 61
- *On Hook Mode*, 61

Attach Subject, 45
Authorized Reception, 42
Auto E-mail Reception, 52

B

Batch Transmission, 42
Broadcasting, 14
Broadcasting Sequence, 16

C

Chain Dial, 42
Control Panel, 3
CSI->Own Fax Number, 55

D

Destination List, 29, 33
Destination Name, 32
Detail, 23
Display, 5
Display panel, 5

E

ECM, 42
E-mail Address, 36
Entering a fax number, 27
Entering an E-mail Address, 29
Error Messages, 65

F

Facsimile key, 63
Fax Header, 55
- *Deleting*, 58
- *Editing*, 57
- *Programming*, 56

Faxing, 9
Fax Number, 35
Fine, 23
Functions Not Supported by e-mail Reception, 42
Functions Not Supported by e-mail Transmission, 42

G

Getting Started, 3

I

Image Density (Contrast), 25
Immediate Transmission, 9, 19
- *Canceling*, 22

Internet Fax, 41
- *Canceling a Transmission*, 51
- *Precautions*, 42
- *Receiving*, 52
- *Transmitting*, 45

J

JBIG Transmission, 42

M

Manual Dial, 42
Manual E-mail Reception, 52
Manual Reception Mode, 39
Memory Lock Reception, 42
Memory Transmission, 9, 14
- *Canceling*, 17

N

Network error, 67

O

On Hook Dial, 42
Original Type, 24
Out of paper, 67
Own Fax Number, 55
- *Deleting*, 58
- *Editing*, 57
- *Programming*, 56

Own Name, 55
- *Deleting*, 58
- *Editing*, 57
- *Programming*, 56

P

Pause, 28
Photo, 24
Placing Originals, 11
Programming, 55

Q

Quick Dial
    Specifying a destination, 30
    Specifying a group of destinations, 30

R

Received Images, 54
Reception, 38
    Auto Reception, 38
    Manual Reception, 38
Registration Number, 34
Resolution, 23
Return Receipt, 45
RTI->Own Name, 55

S

Scan Settings, 23
Standard, 23
Switching the Reception Mode, 38

T

T.37 Full Mode, 43
Text, 24
Tone, 28
Toner, 64
Transmission Modes, 9
TTI->Fax Header, 55

U

User code, 8

Declaration of Conformity

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available on the Internet at URL: http://www.ricoh.co.jp/fax/ce_doc/

Paper type: Wood Free 80g/m2, Paper Thickness=100 µm // Pages in book=76 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.800000 mm

Operating Instructions Facsimile Reference <Basic Features>

Operating Instructions Facsimile Reference <Basic Features>

Operating Instructions Facsimile Reference <Advanced Features>

Operating Instructions

Facsimile Reference <Advanced Features>

1
2
3
4
5
6
7
8
9
0
#

1 Transmission Mode

2 Communication Information

3 Other Transmission Features

4 Reception Features

5 Using Fax with Computers

6 Facsimile Features

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=112 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 4.480000 mm

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript® and Acrobat® are registered trademarks of Adobe Systems Incorporated.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Note

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows 95.
- The product name of Windows® 98 is Microsoft® Windows 98.
- The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
- Microsoft® Windows NT® Workstation 4.0
- The product name of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- ❒ Manuals provided are specific to machine type.
- ❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- ❒ Three CD-ROMs are provided:
  - CD-ROM 1"Operating Instructions for Printer/Scanner"
  - CD-ROM 2"Scanner Driver & Document Management Utilities"

❖ General Settings Guide

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.) and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ Network Guide (PDF file - CD-ROM1)

Describes procedures for configuring the machine and computers in a network environment.

❖ Copy Reference

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ Facsimile Reference <Basic Features>

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ Facsimile Reference <Advanced Features> (this manual)

Describes advanced functions and settings for key operators.

❖ Printer Reference 1

Describes system settings and operations for the machine's printer function.

❖ Printer Reference 2 (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ Scanner Reference (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Setup]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Setup]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Setup]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PostScript3 Supplement (PDF file - CD-ROM1)
- UNIX Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

TABLE OF CONTENTS

Manuals for This Machine i
How to Read This Manual 1
- Symbols 1
- Names of Major Options 2

1. Transmission Mode

Sending at a Specific Time (Send Later) 3
User Transmission 5
E-mail Options 7
Fax Header Print 8
Label Insertion 9

2. Communication Information

Canceling a Transmission 11
Printing a List of Files in Memory (Print TX Standby File List) 13
Checking the Transmission Result (TX File Status) 14
Checking the Reception Result (RX File Status) 15
Printing a File (Print TX Standby File) 16
Printing a File Received with Memory Lock (Print Memory Lock File) 17
Printing the Journal 19
- Journal 20

E-mail Reception 22

3. Other Transmission Features

Handy Dialing Functions 23
- Chain Dial 23
  - (Example) 01133-155533 23
- Redial 24

On Hook Dial 25
Manual Dial 26
Transmission Features 27
- Detecting Blank Sheet 27

More Transmission Functions 28
- If Memory Runs Out While Storing an Original 28
- Parallel Memory Transmission 28
- Checking the Transmission Result 29
- Automatic Redial 29
- Batch Transmission 29
- ECM (Error Correction Mode) 29
- Dual Access 29
- JBIG Transmission 30
- Transmitting Journal by E-mail 30
  - Journal by E-mail 30

Printed Report 31
Memory Storage Report 31
Transmission Result Report (Memory Transmission) 31
Communication Failure Report 32
Transmission Result Report (Immediate Transmission) 32

4. Reception Features

Reception 33
Immediate Reception 33
Memory Reception 33
Substitute Reception 34
Receiving messages unconditionally 35
Receiving messages according to parameter-specified settings 35
Reception Functions 36
Forwarding Received Documents 36
SMTP Reception Using Internet Fax 37
Routing E-mail Received via SMTP 38
JBIG Reception 39
Auto Fax Reception Power-up 39
Printing Options 40
Print Completion Beep 40
Checkered Mark 40
Centre Mark 40
Reception Time 41
Combine Two Originals 41
Page Separation and Length Reduction 42
TSI Print (Transmitting Subscriber Identification Print) 42
When There Is No Paper of the Correct Size 42
Setting priority trays 43
Just size printing 44

5. Using Fax with Computers

Sending Fax Documents from Computers 45
Before Use 46
Installing the Software 46
Auto run program 46
Installing individual applications 47
Applications Stored on the CD-ROM 48
LAN-Fax Driver 48
Address Book 48
LAN-Fax Cover Sheet Editor 48
Setting LAN-Fax Properties 48
Basic Transmission 49
Attaching a cover sheet 51
Previewing fax images 51
Specifying options 52
Printing and Saving 53
Editing Address Book 54
Editing Fax Cover Sheets 55
Creating a cover sheet 55
Attaching a created cover sheet 56

LAN-Fax Operation Messages 57
LAN-Fax Error Report 57
LAN-Fax Result by E-mail 57
Editing Receiver's Fax Information Via Web Browser........ 58

6. Facsimile Features

Function List 61
Accessing User Tools (Facsimile Features)........ 64
Quitting Default Settings 65
Print List/Report 65
General Settings/Adjust 66
Reception Settings 67
E-mail Settings 68

7. Key Operator Setting

Key Operator Tools List 71
Using Key Operator Settings 72
Counters........ 72
Forwarding 72
Programming an End Receiver 73
Quitting the forwarding function........ 74
Forwarding Mark........ 74
Memory Lock........ 75
User Parameters 76
Changing the User Parameters 79
Printing the User Parameter List 80
Home Position 81
Changing the Home Position........ 83
Special Senders to Treat Differently 84
Programming/ Changing Special Senders 86
Deleting a Special Sender 88
Programming Initial Set Up of a Special Sender 89
Printing the Special Sender List 90
Programming a Memory Lock ID 91
Selecting Dial/Push Phone........ 92
G3 Analog Line 93

8. Solving Operation Problems

When An Error Report is Printed........ 95
Turning Off the Main Power/In Case of a Power Failure 96
When an Error Occurs Using Internet Fax 97
Error Mail Notification........ 97
Error Report (Mail) 97
Server-Generated Error E-mail 97

9. Appendix

Connecting the Machine to a Telephone Line and Telephone 99
Connecting the Telephone Line 99
Selecting the Line Type..99
Specifications...100
Compatible Machines..101
Acceptable Types of Originals 102
Acceptable original sizes 102
Paper size and scanned area...102
Maximum Values...104

INDEX.. 105

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information”, *Copy Reference*.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information”, *Copy Reference*.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display panel.

[ ]

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Names of Major Options

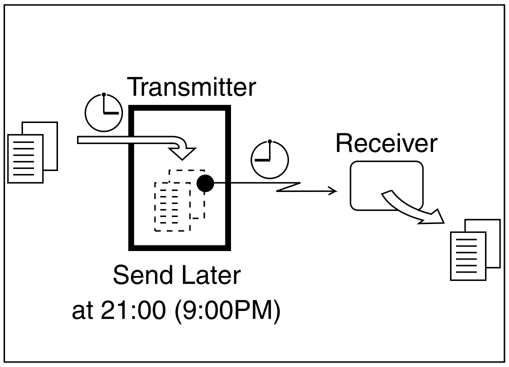
The following software products are referred to using a general name:

- DeskTopBinder V2 Lite and DeskTopBinder V2 Professional → DeskTopBinder V2 Lite/Professional

1. Transmission Mode

Sending at a Specific Time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax message until a specified later time. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.



If you have a non-urgent fax, select Send Later when you scan it. Faxes will be queued in memory and sent during Economy Transmission Time.

Important

- ❒ After the machine has been switched off for about one hour, all fax messages stored in memory are lost. If messages are lost for this reason, a Power Failure Report is automatically printed when the main power switch is turned on. Use this report to identify lost messages.

Limitation

- ❒ This function is unavailable with Immediate Transmission. Use Memory Transmission.

Note

- ❒ You can specify a time within the next 24 hour period.
- ❒ If the current time shown is not correct, change it. See "Timer Settings", *General Settings Guide*.

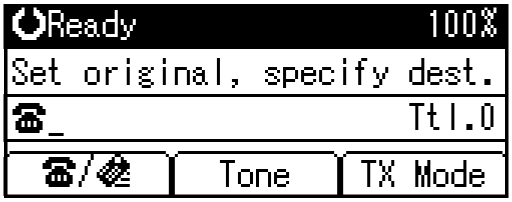
1 Place the original, and then select the scan settings you require.

Reference

p.11 "Placing Originals", *Facsimile Reference <Basic Features>*

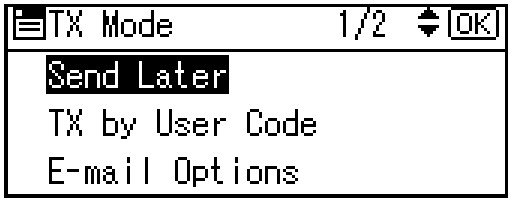
p.23 "Scan Settings", *Facsimile Reference <Basic Features>*

2 Press [TX Mode].



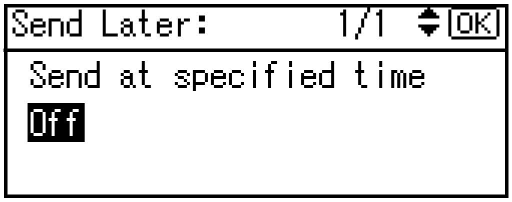
Ready 100%
Set original, specify dest.
☎_ Ttl.0
☎/ | Tone | TX Mode

3 Select [Send Later] using 【▲】 or 【▼】, and then press the 【OK】 key.



TX Mode 1/2 OK
Send Later
TX by User Code
E-mail Options

4 Select [Send at specified time] using 【▲】 or 【▼】, and then press the 【OK】 key.

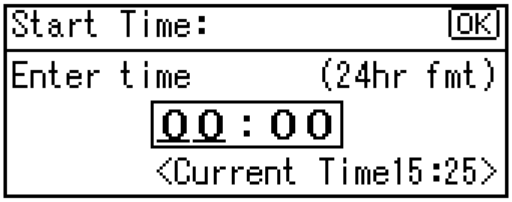


Send Later: 1/1 OK
Send at specified time
Off

Note

- ❒ To cancel the setting, select **[Off]**, and then press the **【OK】** key. The display returns to that of step **3**.

5 Enter the time using the number keys, and then press (24 hr format).



Start Time: OK

Enter time (24hr fmt)

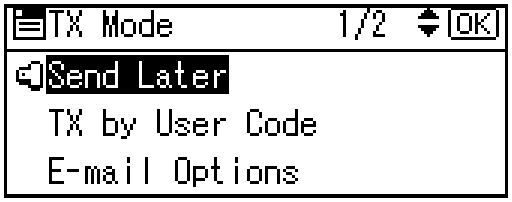
00:00

<Current Time15:25>

Note

- ❒ If you enter a wrong number, press the **【Clear/Stop】** key, and then reenter.
- ❒ To cancel Send Later, press the **【Cancel】** key. The display returns to that of step **3**.

6 Press the 【OK】 key.



TX Mode 1/2 OK

Send Later

TX by User Code

E-mail Options

7 Press the 【Cancel】 key.

The standby display appears.

Note

- ❒ To check the settings, press **[TX Mode]**.

8 Specify a destination, and then press the 【Start】 key.

User Transmission

This function allows you to check each user or department's transmission history. To use the function, you need to program a user code (eight digits max.) for each user or department, to be entered before transmission. See *General Settings Guide*.

If a user code set with an e-mail address is specified, a transmission result e-mail can be sent.

Note

- ❒ You can program codes of up to 8 digits for a maximum of 50 users and/or departments.
- ❒ You can enter user codes or names into various lists or reports.
- ❒ You can program transmission operations in User Function key. User Function key let you skip steps **2** and **3**.
- ❒ When you send an Internet Fax document using the user code with e-mail address programmed and "Regist. as Sender" set to **[On]**, the following sender name appears on the e-mail received at the other end. For details about settings, see "User Code (MFP)", *General Settings Guide*.
  - When User Name is programmed in the user code:
    User Name<E-mail address programmed in the user code>
  - When User Name is not programmed in the user code:
    E-mail address programmed in the user code

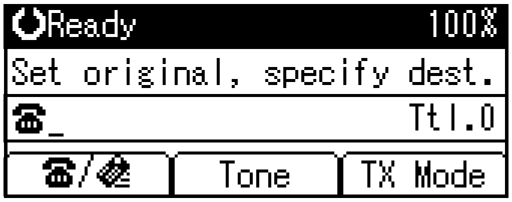
1 Place the original, and then select desired scan settings.

Reference

p.11 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.23 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Press [TX Mode].

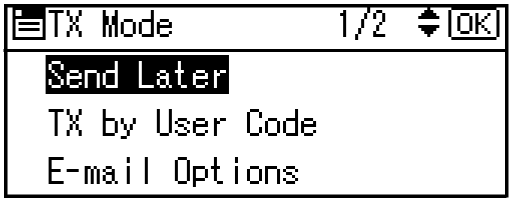


Ready 100%

Set original, specify dest.

☎_ Ttl.0

3 Select [TX by User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.



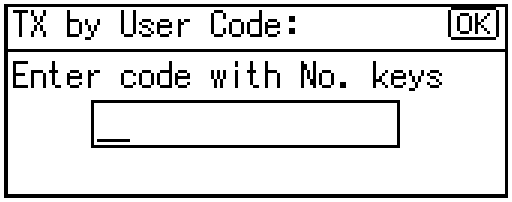
TX Mode 1/2

Send Later

TX by User Code

E-mail Options

4 Using the number keys enter a user code (up to eight characters).



TX by User Code:

Enter code with No. keys

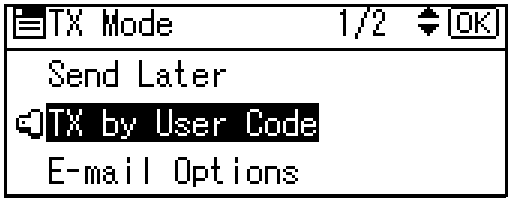
Note

- ❒ Entered character is shown by *.
- ❒ If you enter a wrong code, press the 【Clear/Stop】 key, and then try again.
- ❒ To cancel the operation, press the 【Cancel】 key. The display returns to that of step **3**.

- ❒ When canceling transmission by user code, to delete the programmed user code, press the 【**Clear/Stop**】 key, and then the 【**OK**】 key.

5 Press the 【OK】 key.

The display returns to that of step **3**.



TX Mode 1/2 ⇕ OK

Send Later

TX by User Code

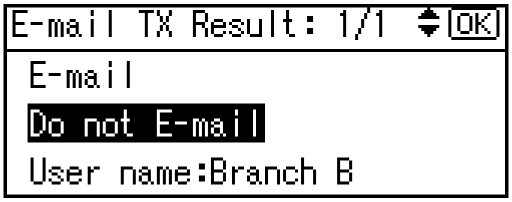
E-mail Options

When your e-mail address is programmed with the user code

If your e-mail address is programmed with the user code, you can select whether the machine sends transmission result by e-mail.

❶ **Select [E-mail] or [Do not E-mail] using 【▲】 or 【▼】, and then press the 【OK】 key or the 【#】 key.**

The display returns to that of step **3**.



E-mail TX Result: 1/1 ⇕ OK

E-mail

Do not E-mail

User name:Branch B

6 Press the 【Cancel】 key.

The standby display appears.

Note

- ❒ To check the settings, press **[TX Mode]**.

7 Specify a destination, and then press the 【Start】 key.

E-mail Options

When using the Internet Fax function, you can make the following settings:

- Attach Subject
  You can enter a subject for the e-mail you want to send.

  Note

  ❒ For convenience, program frequently used subjects. **[Urgent]** and **[High]** are programmed by default. See "File Transfer", *Network Guide*.

  ❒ If you send e-mail without setting a subject in **[E-mail Options]** under **[TX Mode]**, the subject is automatically inserted. For details about how a subject is automatically inserted, see p.49 “About the E-mail Subject”, *Facsimile Reference <Basic Features>*.

  ❒ You cannot send a subject-only e-mail, with no message.

- Return Receipt
  You can confirm sent documents were properly received using notification e-mail or the Journal function.

Reference

p.45 “Transmitting Internet Fax”, *Facsimile Reference <Basic Features>*

Fax Header Print

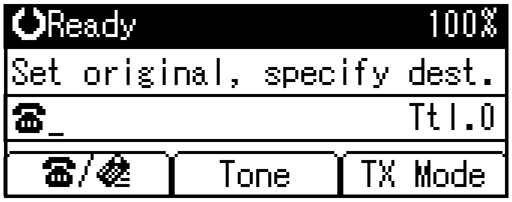
In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.

When the Fax Header is set to "On", the stored name is printed on the receiver's paper.

Note

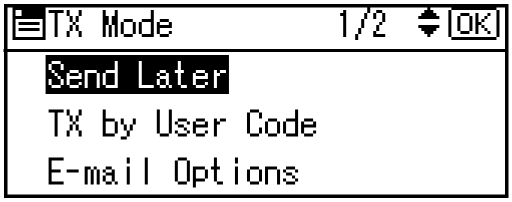
- ❐ You can program a fax header name using the Program Fax Information function.
- ❐ You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters. (switch 18, bit 0, 1, 2, 3) See p.76 "User Parameters".
- ❐ You can program one of the User Function keys with operations for this function.

1 Press [TX Mode].



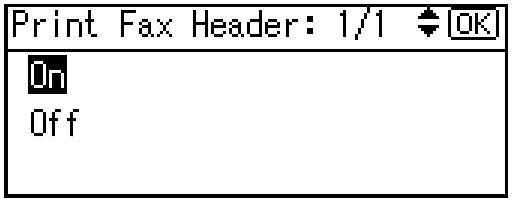
Ready 100%
Set original, specify dest.
☎_ Ttl.0
☎/ Tone TX Mode

2 Select [Print Fax Header] using 【▲】 or 【▼】, and then press the 【OK】 key.



TX Mode 1/2 ⇕ OK
Send Later
TX by User Code
E-mail Options

3 Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.



Print Fax Header: 1/1 ⇕ OK
On
Off

4 Press the 【Cancel】 key.

The standby display appears.

Note

- ❐ To check the settings, press **[TX Mode]**.

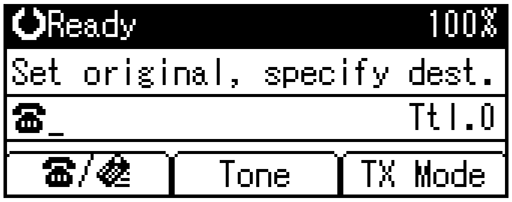
Label Insertion

With this function you can have the receiver name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To:".

Note

- ❒ When there is an image around the area where the Label is to be printed, that image is deleted.

1 **Press [TX Mode].**

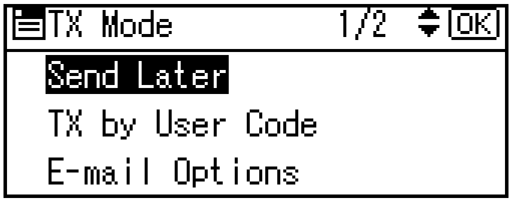


Ready 100%

Set original, specify dest.

☎_ Ttl.0

2 **Select [Label Insertion] using 【▲】 or 【▼】, and then press the 【OK】 key.**



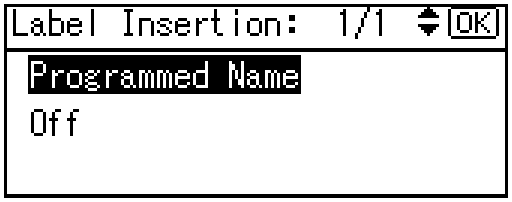
TX Mode 1/2 ⬍ OK

Send Later

TX by User Code

E-mail Options

3 **Select [Programmed Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Label Insertion: 1/1 ⬍ OK

Programmed Name

Off

4 **Press the 【Cancel】 key.**

The standby display appears.

Note

- ❒ To check the settings, press **[TX Mode]**.

2. Communication Information

After you have pressed the **【Start】** key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, print a stored file and print a list of stored files.

- Memory Transmission
  p.14 "Memory Transmission", *Facsimile Reference <Basic Features>*
- Internet Fax Transmission
  p.45 "Transmitting Internet Fax", *Facsimile Reference <Basic Features>*

Canceling a Transmission

You can cancel transmission of a file when the file is being sent or stored in memory. All the scanned data is deleted from memory.

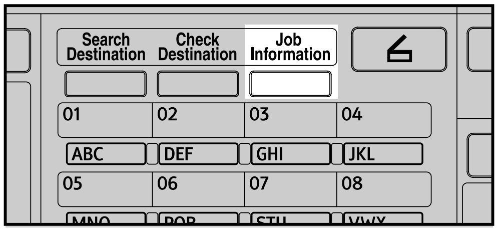
You can cancel a file for Memory Transmission. This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

Note

❒ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.

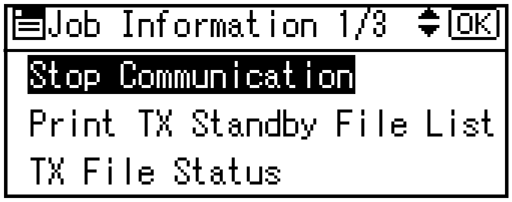
❒ If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

1 Press the 【Job Information】 key.



ABZ021S

2 Select [Stop Communication] using 【▲】 or 【▼】, and then press the 【OK】 key.



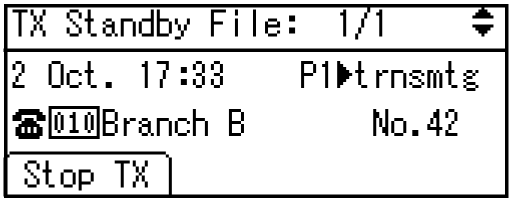
Job Information 1/3 ⬍ OK

Stop Communication

Print TX Standby File List

TX File Status

3 Select a file whose transmission you want to cancel using 【▲】 or 【▼】, and then press [Stop TX].



TX Standby File: 1/1 ⬍

2 Oct. 17:33 P1▶trnsmtg

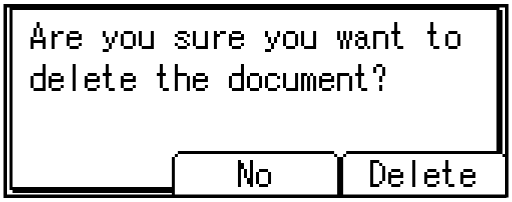
☎010 Branch B No.42

Stop TX

Note

❒ If multiple destinations were specified, only one destination number appears.

4 **Press [Delete].**



```
Are you sure you want to
delete the document?
```

The selected file is deleted. The display returns to that of step **2**.

Note

- ❒ To quit transmission cancel, press **[No]**.
- ❒ To cancel another transmission, repeat from step **2**.

5 **Press the 【Cancel】 key.**

The standby display appears.

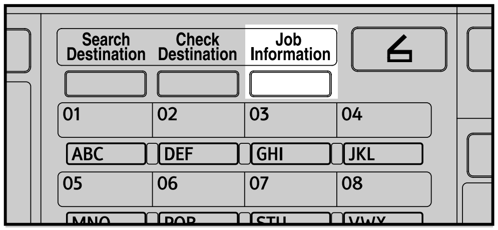
Printing a List of Files in Memory (Print TX Standby File List)

Print this list if you want to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

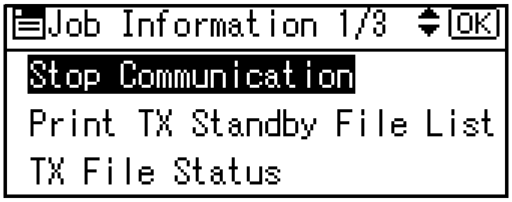
- ❒ The contents of a file stored in memory can also be printed. See p.16 “Printing a File (Print TX Standby File)”.

1 Press the 【Job Information】 key.



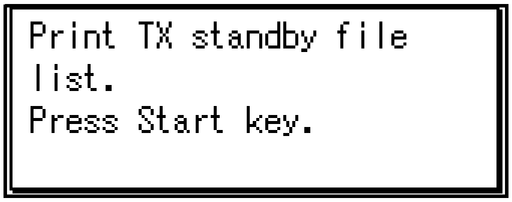
ABZ021S

2 Select [Print TX Standby File List] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Job Information 1/3  ⇕ OK
 Stop Communication
 Print TX Standby File List
 TX File Status
```

3 Press the 【Start】 key.



```
Print TX standby file
list.
Press Start key.
```

The display returns to that of step 2.

Note

- ❒ To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step 2.

4 Press the 【Cancel】 key.

The standby display appears.

Note

- ❒ You can print a transmission standby file list using facsimile features, see p.65 “Print List/Report” for details.

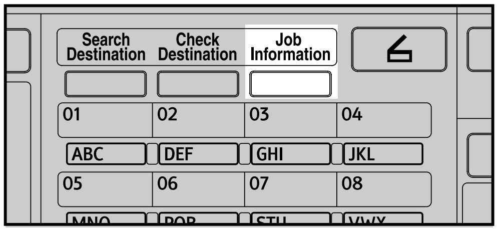
Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result Report on the display.

Note

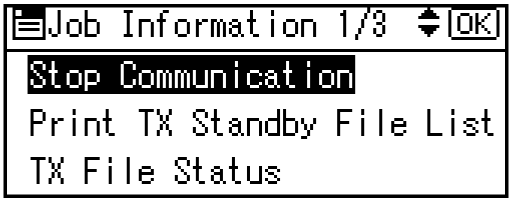
- ❒ Only the transmission result of the last 100 communications (receptions & transmissions) are shown.
- ❒ You can also check the transmission result using Web browser. For details, see Web browser Help.
- ❒ If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit TX File Status, and then try again.
- ❒ You can program one of the User Function keys with operations for this function. User Function key let you skip steps **1** and **2**. In this case, however, you cannot print a journal.

1 **Press the 【Job Information】 key.**



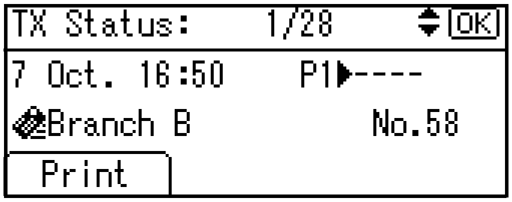
ABZ021S

2 **Select [TX File Status] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Job Information 1/3 ⇕ OK
Stop Communication
Print TX Standby File List
TX File Status

3 **Check the transmission results using 【▲】 or 【▼】.**



TX Status: 1/28 ⇕ OK
7 Oct. 16:50 P1▸----
Branch B No.58
Print

Firstly, the latest transmission result appears.

Note

- ❒ When a fax is sent, “Destination” shows the Own Fax Number or Fax Header information of a receiver. The e-mail address and name programmed in the destination list appears in the "To" field of the sent Internet Fax. For a transmission from a computer, “-- LAN-Fax -->” is shown.
- ❒ To print the journal, press **[Print]**.

4 **Press the 【Cancel】 key twice.**

The standby display appears.

Reference

p.19 “Printing the Journal”

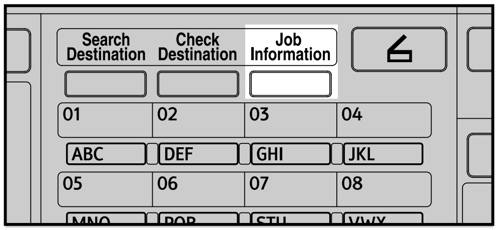
Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result Report on the display.

Note

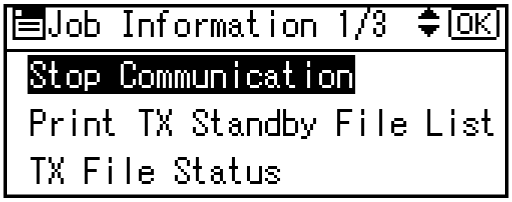
- ❒ Only the reception result of the last 100 communications (receptions & transmissions) are shown.
- ❒ You can also check the reception result using Web browser. For details, see Web browser Help.
- ❒ If a message is received while you are using this function, the result will not appear. To view the latest result, exit RX File Status, and then try again.
- ❒ You can program a User Function key with operations for this function. User Function keys let you skip steps 1 and 2. In this case, however, you cannot print a journal.

1 Press the 【Job Information】 key.



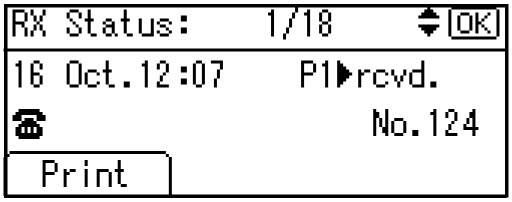
ABZ021S

2 Select [RX File Status] using 【▲】 or 【▼】, and then press the 【OK】 key.



```
Job Information 1/3  ⬍ OK
 Stop Communication
 Print TX Standby File List
 TX File Status
```

3 Check the reception results using 【▲】 or 【▼】.



```
RX Status:    1/18   ⬍ OK
16 Oct.12:07    P1▸rcvd.
☎                 No.124
 Print
```

Firstly, the latest reception result appears.

Note

- ❒ When a fax is received, Transmission Status shows the fax number of a sender or Fax Header information. The sender's e-mail address appears in the "From" field of the received Internet Fax.
- ❒ To print the journal, press **[Print]**.

4 Press the 【Cancel】 key twice.

The standby display appears.

Reference

p.19 "Printing the Journal"

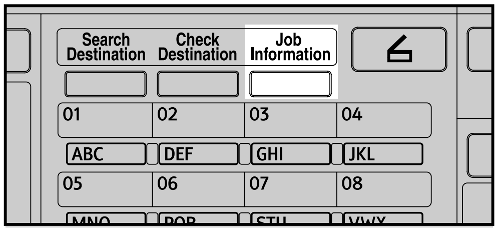
Printing a File (Print TX Standby File)

If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

Note

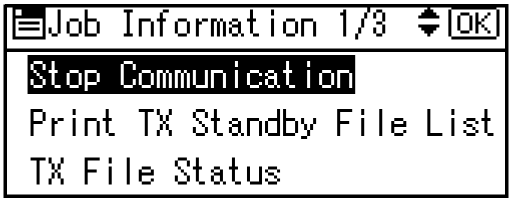
- ❒ You can also print files that have not been successfully transmitted.

1 Press the 【Job Information】 key.



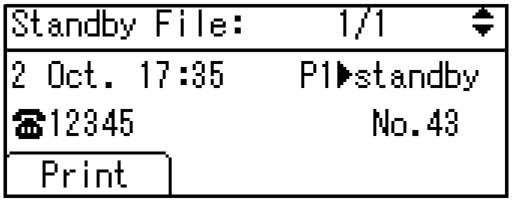
ABZ021S

2 Select [Print TX Standby File] using 【▲】 or 【▼】, and then press the 【OK】 key.



Job Information 1/3 ⇕ OK
Stop Communication
Print TX Standby File List
TX File Status

3 Select the file you want to print using 【▲】 or 【▼】.



Standby File: 1/1 ⇕
2 Oct. 17:35 P1▶standby
☎12345 No.43
Print

Firstly, the latest transmission standby file appears.

Note

- ❒ If there is no transmission file, the message "`No standby files.`" is shown.

4 Press [Print].

The display returns to that of step **2**.

5 Press the 【Cancel】 key.

The standby display appears.

Note

- ❒ Repeat from step **2**, if you want to print another file.

Printing a File Received with Memory Lock (Print Memory Lock File)

This is a security function designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID Code. When your machine has received a message with Memory Lock, the Receive File indicator blinks.

Preparation

Before using this function, program a Memory Lock ID and set Memory Lock to on. See p.91 “Programming a Memory Lock ID” and p.75 “Memory Lock”.

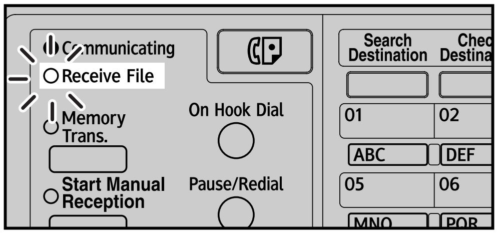
Important

- ❒ If the power is cut and remain off for more than an hour, all messages protected by Memory Lock are deleted. When this happens, the Power Failure Report is printed, informing you which messages have been deleted. See p.96 “Turning Off the Main Power/In Case of a Power Failure”.

Note

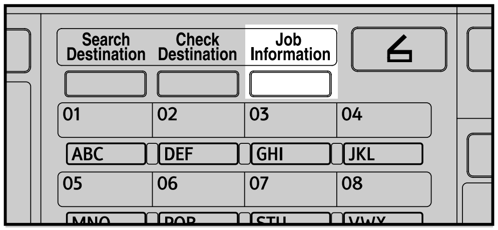
- ❒ Even when Memory Lock is available, reception is not possible if free memory is insufficient.
- ❒ You can also apply a Memory Lock to messages that come only from certain senders. See p.86 “Programming/ Changing Special Senders”.

1 Confirm that the Receive File indicator is blinking.


Communicating
Receive File
Memory Trans.
On Hook Dial
Start Manual Reception
Pause/Redial
Search Destination
Chec Destina
01
02
ABC
DEF
05
06
MNO
PQR

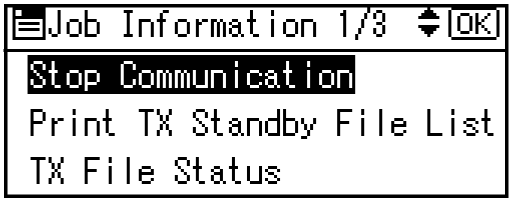
ABZ022S

2 Press the 【Job Information】 key.


Search Destination
Check Destination
Job Information
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
STU
VWX

ABZ021S

3 Select [Print Memory Lock File] using 【▲】 or 【▼】, and then press the 【OK】 key.



Job Information 1/3 ⬍ OK

Stop Communication

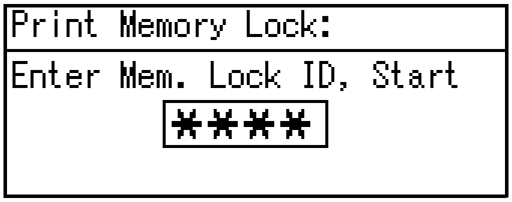
Print TX Standby File List

TX File Status

Note

- ❒ If no confidential messages have been received, the message "There are no memory lock files. " is shown, and then the display returns to that of step **3**.

4 Enter a 4-digit Memory Lock ID using the number keys, and then press the 【Start】 key.



```
Print Memory Lock:
Enter Mem. Lock ID, Start
          ****
```

The display returns to that of step 3.

Note

- ❒ If the Memory Lock ID does not match, the message "`Specified code does not match the programmed Memory Lock ID.`" appears, and then the display returns to that of step 4.
- ❒ To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step 3.

5 Press the 【Cancel】 key.

The standby display appears.

Printing the Journal

The Journal contains information about the last 50 communications (maximum) made by your machine. It is printed automatically after every 50 communications (receptions & transmissions).

You can also print a copy of the Journal at any time by following the procedure below.

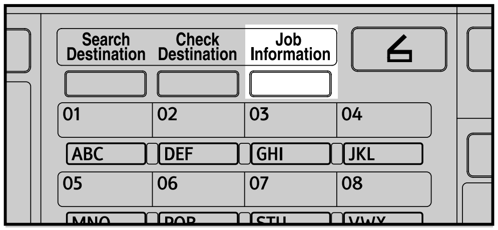
Important

- ❒ The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions. You can check a total of 100 communications (receptions & transmissions) on the display.

Note

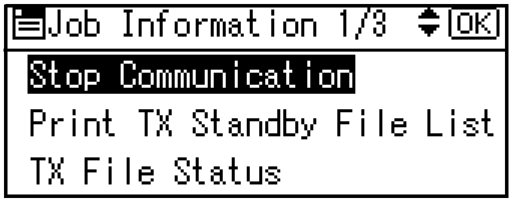
- ❒ The setting on the machine can be changed so that user codes will be printed instead of user names. For more information, contact your service representative.
- ❒ The sender name column of the Journal is useful when you need to program a special sender. See p.84 "Special Senders to Treat Differently".
- ❒ You can set whether the Journal is automatically printed after every 50 communications in User Parameters. See p.76 "User Parameters" (switch 03, bit 7).
- ❒ You can set whether you print the Journal by line type. See p.76 "User Parameters" (switch 19, bit 1).
- ❒ You can program a User Function key with operations for this function. User Function keys let you skip steps **1** and **2**.

1 **Press the 【Job Information】 key.**



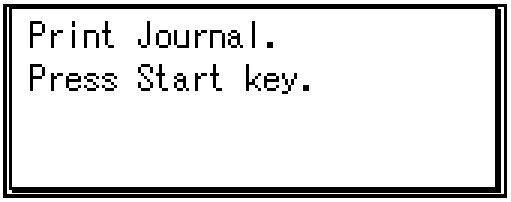
ABZ021S

2 **Select [Print Journal] using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Job Information 1/3 ⇕ OK
Stop Communication
Print TX Standby File List
TX File Status
```

3 **Press the 【Start】 key.**



```
Print Journal.
Press Start key.
```

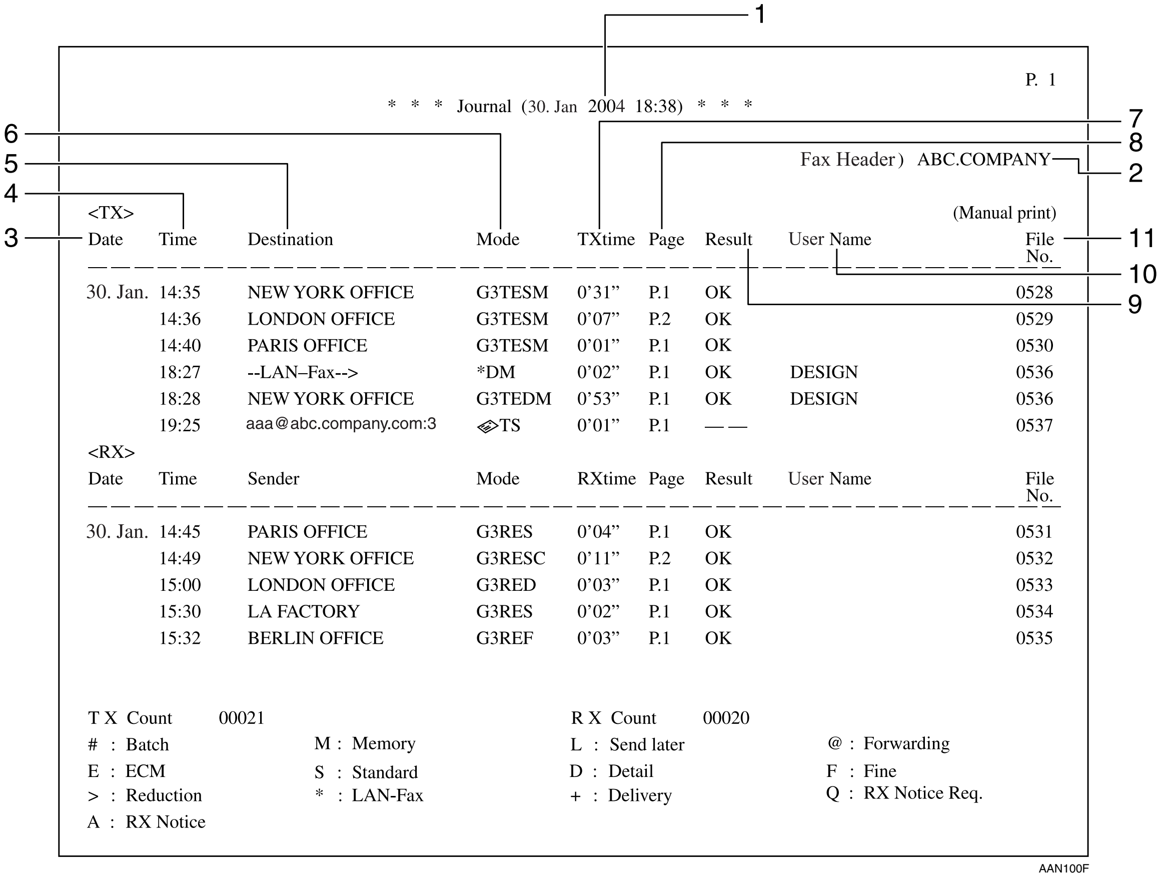
Note

- ❒ To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step **2**.

4 **Press the 【Cancel】 key.**

The standby display appears.

Journal


1
2
3
4
5
6
7
8
9
10
11
AAN100F

P. 1

* * * Journal (30. Jan 2004 18:38) * * *

Fax Header) ABC.COMPANY

(Manual print)

<TX>

Date	Time	Destination	Mode	TXtime	Page	Result	User Name	File No.
30. Jan.	14:35	NEW YORK OFFICE	G3TESM	0’31”	P.1	OK		0528
	14:36	LONDON OFFICE	G3TESM	0’07”	P.2	OK		0529
	14:40	PARIS OFFICE	G3TESM	0’01”	P.1	OK		0530
	18:27	--LAN–Fax-->	*DM	0’02”	P.1	OK	DESIGN	0536
	18:28	NEW YORK OFFICE	G3TEDM	0’53”	P.1	OK	DESIGN	0536
	19:25	aaa@abc.company.com:3	✉TS	0’01”	P.1	— —		0537

<RX>

Date	Time	Sender	Mode	RXtime	Page	Result	User Name	File No.
30. Jan.	14:45	PARIS OFFICE	G3RES	0’04”	P.1	OK		0531
	14:49	NEW YORK OFFICE	G3RESC	0’11”	P.2	OK		0532
	15:00	LONDON OFFICE	G3RED	0’03”	P.1	OK		0533
	15:30	LA FACTORY	G3RES	0’02”	P.1	OK		0534
	15:32	BERLIN OFFICE	G3REF	0’03”	P.1	OK		0535

T X Count 00021
R X Count 00020

# : Batch
E : ECM
> : Reduction
A : RX Notice
M : Memory
S : Standard
* : LAN-Fax
L : Send later
D : Detail
+ : Delivery
@ : Forwarding
F : Fine
Q : RX Notice Req.

1. Printing date

Shows the date and time when the report is printed.

2. Programmed sender name

Shows the sender name programmed for printing.

3. Date

Shows the transmission or reception date.

4. Time

Shows the transmission or reception start time.

5. Other end

To prioritize a fax number or name programmed in the destination list, contact your service representative.

- For fax destinations
  Shows the name (for display) programmed by the other end. Shows the programmed fax number if the name (for display) has not been programmed.
  If neither name nor fax number has been programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions. The space will be blank for receptions.
- For Internet Fax destinations
  Shows the e-mail address or name programmed in the destination list for transmissions. Shows the number of the destinations after an e-mail address or a name for broadcasting transmissions.
  When receiving a fax, the e-mail address of the sender for receptions.

6. Communication mode

- For fax transmissions and receptions
  After “T” for outgoing fax or “R” for ingoing fax, shows a communication mode.
- For Internet Fax transmissions and receptions
  After ✐ the e-mail symbol, and "T" for outgoing e-mail or "R" for ingoing e-mail, the communication mode appears in alphabetical letters or symbols. Outgoing e-mail set for Reception Notice of E-mail Options bears a "Q", whereas "A" appears with reception confirmation e-mails.

7. Communication time

Shows time taken for transmissions or receptions.

8. Number of pages

Shows the number of pages transmitted or received.

9. Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using the Internet Fax E-mail Options, receipt of Reception Notice is shown.

--: The Internet Fax was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

E: A communication error occurred.

D: Power was disconnected during communication. Not all fax messages were transmitted.

10. User name

Shows the user name programmed for user code use restriction or User Transmission.

11. File number

Shows file management numbers.

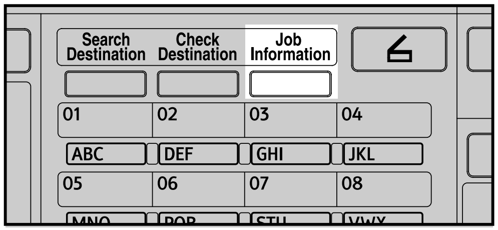
E-mail Reception

You can receive Internet Fax documents manually using the **【Job Information】** key. Newly-arrived e-mail is printed out when received manually.

Note

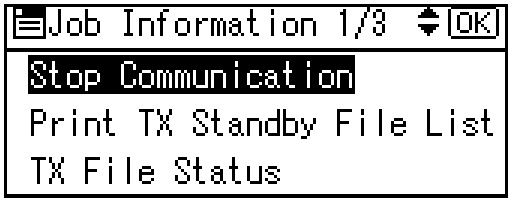
- ❒ E-mail can also be received manually using the User Function keys. See p.52 “Receiving Internet Fax”, *Facsimile Reference <Basic Features>*.
- ❒ The machine cannot receive e-mail that has attached files. For details about limitations on received e-mail and printed images, see p.52 “Receiving Internet Fax”, *Facsimile Reference <Basic Features>*.

1 **Press the 【Job Information】 key.**



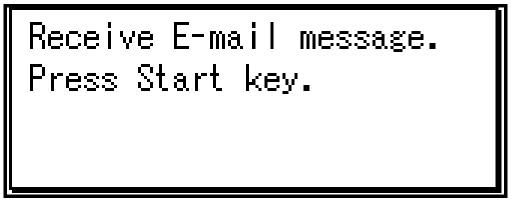
ABZ021S

2 **Select [Manual E-mail Reception] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Job Information 1/3 ⇕ OK
Stop Communication
Print TX Standby File List
TX File Status

3 **Press the 【Start】 key.**



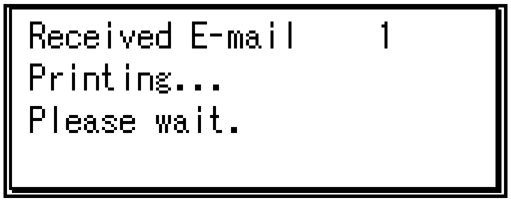
Receive E-mail message.
Press Start key.

The machine searches the mail server for the new e-mail.

E-mail is in the server

❶ **The e-mail starts printing.**

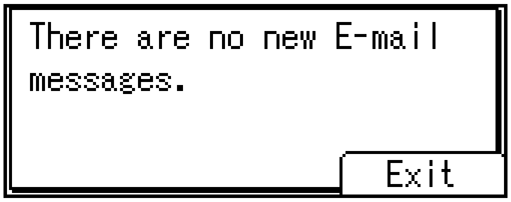
The printed image is saved in memory.



Received E-mail 1
Printing...
Please wait.

E-mail is not in the server

❶ **Press [Exit].**



There are no new E-mail messages.
Exit

The "Job Information" display appears.

3. Other Transmission Features

Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials and some of which may be entered using the number keys.

Note

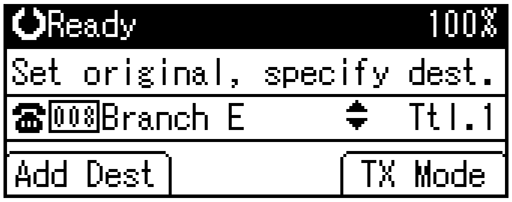
- ❒ Maximum length of a telephone or fax number: 128 digits.
- ❒ For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.
- ❒ You cannot use this function with Internet Fax transmission.

(Example) 01133-155533

Assume that 01133 is stored in a Quick Dial key.

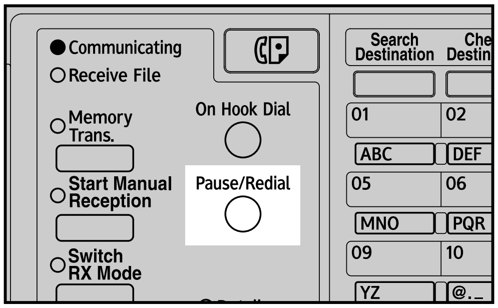
1 Place the original, and then select the scan settings you require.

2 Select from the destination list or the Quick Dial key programmed "01133".

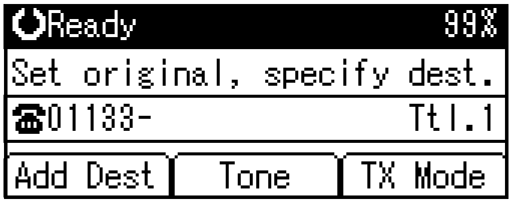


```
Ready                 100%
Set original, specify dest.
☎008Branch E     ⇕   Ttl.1
Add Dest          TX Mode
```

3 Press the 【Pause/Redial】 key.

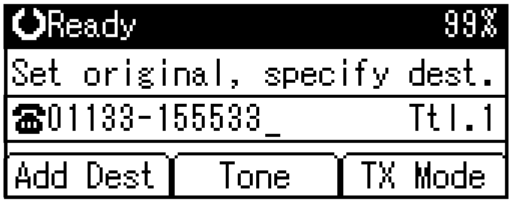

Communicating
Receive File
Memory Trans.
Start Manual Reception
Switch RX Mode
On Hook Dial
Pause/Redial
Search Destination
Che Destin
01
02
ABC
DEF
05
06
MNO
PQR
09
10
YZ
@._

ABZ011S



```
Ready                  99%
Set original, specify dest.
☎01133-              Ttl.1
Add Dest   Tone   TX Mode
```

4 Enter "155533" using the number keys.



```
Ready                  99%
Set original, specify dest.
☎01133-155533_       Ttl.1
Add Dest   Tone   TX Mode
```

5 Press the 【Start】 key.

Redial

The machine stores the last 10 destinations specified. If you want to send a message to a destination which you sent faxes to recently, the Redial function saves you time by finding and entering the destination again.

Limitation

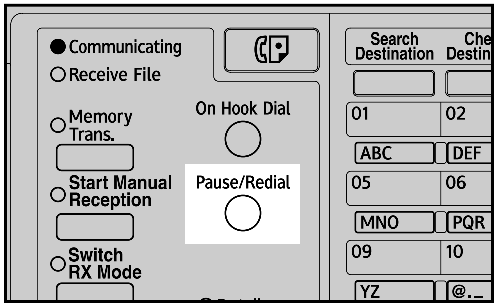
- ❒ The following kinds of destinations are not stored:
  - Quick Dials
  - Group Dials
  - Forwarding terminal of the Substitute Reception
  - Destinations dialed using the external telephone
  - Destinations dialed by Redial (regarded as already stored in memory)
  - Second and later destinations broadcasted to
- ❒ To redial a fax number, do not dial any numbers before you press the **【Pause/Redial】** key. If you press the **【Pause/Redial】** key after entering numbers using the number keys, a pause will be entered instead. To redial e-mail address, do not enter any characters before you press **[Manual]**.

Note

- ❒ Redial can be used to specify Internet Fax recipients.

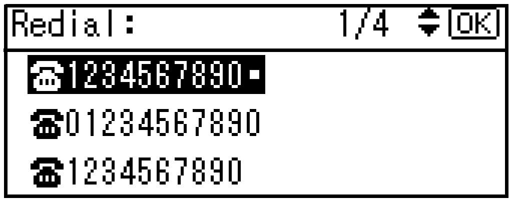
1 Place the original, and then select the scan settings you require.

2 Press the 【Pause/Redial】 key.


● Communicating
○ Receive File
○ Memory Trans.
○ Start Manual Reception
○ Switch RX Mode
On Hook Dial
Pause/Redial
Search Destination
Che Destin
01
02
ABC
DEF
05
06
MNO
PQR
09
10
YZ
@._

ABZ011S

3 Select the destination you want to redial to using 【▲】 or 【▼】, and then press the 【OK】 key.



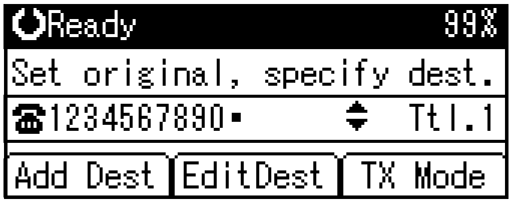
Redial: 1/4 ⇕ OK

☎1234567890▪

☎01234567890

☎1234567890

4 Press the 【Start】 key.



Ready 99%

Set original, specify dest.

☎1234567890▪ ⇕ Ttl.1

Add Dest | EditDest | TX Mode

The transmission starts.

On Hook Dial

The On Hook Dial function allows you to dial while hearing tone from the internal speaker. You can send a fax checking the connection.

Note

- ❒ This function is unavailable in some countries.

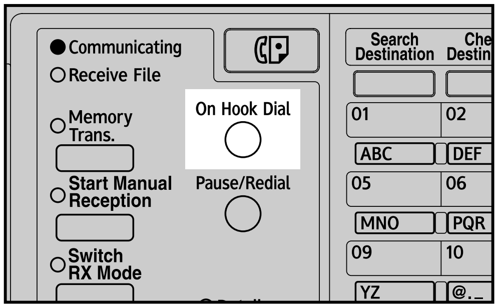
1 **Place the original, and then select the scan settings you require.**

Reference

p.11 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.23 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 **Press the 【On Hook Dial】 key.**



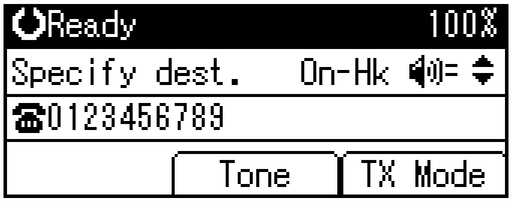
ABZ012S

You will hear a low tone from the internal speaker.

Note

- ❒ If you want to cancel this operation, press the 【On Hook Dial】 key again.

3 **Dial.**



Ready 100%

Specify dest. On-Hk

☎0123456789

Tone | TX Mode

The machine immediately dials the destination.

Note

- ❒ You can adjust the on-hook sound volume using 【▲】 or 【▼】, in eight increments. As you press 【▲】, it increases and, at the maximum volume level, ▲ changes to △. Conversely, as you press 【▼】, it decreases and, at the minimum level, ▼ changes to ▽. The volume can also be preprogrammed in “General Settings/Adjust”. See p.61 “Adjusting the Volume”, *Facsimile Reference <Basic Features>* and p.66 “General Settings/Adjust”.
- ❒ If you make a mistake, press the 【On Hook Dial】 or 【Clear Modes】 key, and then return to step **2**.

4 **When the line is connected and you hear a high-pitched tone, press the 【Start】 key.**

The transmission starts.

Note

- ❒ After transmission, the machine returns to standby display.
- ❒ If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

External Telephone On Hook Dial

If you have an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the 【Start】 key, pick up the optional handset or the external telephone and tell the receiver you want to send a fax message (ask them to switch to facsimile mode).

Manual Dial

The external telephone is required.

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message. If, on the other hand, you hear a voice at the other end, continue conversation as normal.

1 Place the original, and then select the scan settings you require.

Reference

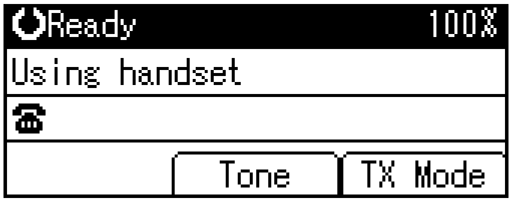
p.11 “Placing Originals”, *Facsimile Reference <Basic Features>*

p.23 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Pick up the external telephone.

You will hear a tone.

3 Dial.



Ready 100%

Using handset

☎

The machine immediately dials the destination.

Note

❒ If you make a mistake, replace the external telephone, and then try again from step 2.

4 When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.

The transmission starts.

Note

❒ If you hear a voice, tell the receiver that you want to send them a fax message (ask them to switch to facsimile mode).

5 Replace the handset of the external telephone.

After transmission, the standby display appears.

Note

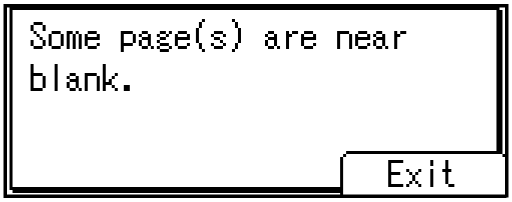
❒ If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

Transmission Features

Detecting Blank Sheet

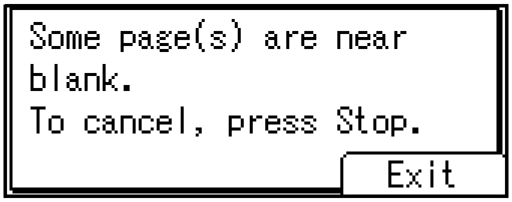
Upon completion of the first page scanning, an alarm sounds if the page is nearly blank. When this happens, a message appears for a few seconds. The message differs depending on number of pages to be scanned and transmission mode.

- When sending a document using Immediate Transmission or when all pages have been scanned in Memory Transmission:



```
Some page(s) are near
blank.
```

- When same pages are left unscanned in Parallel Memory Transmission or Memory Transmission:



```
Some page(s) are near
blank.
To cancel, press Stop.
```

When the "`Some page(s) are near blank. To cancel, press Stop.`" message appears, if scanning is continuing, you can cancel the transmission.

Limitation

- ❒ The blank sheet-detecting function works only when an original is scanned using the ADF (Auto Document Feeder).
- ❒ The blank sheet-detecting function is ineffective for second and subsequent pages.

Note

- ❒ Even if a near blank sheet is detected, it is transmitted as normal.
- ❒ You can turn this function on or off with the User Parameter. See p.76 "User Parameters" (switch 11, bit 2).

More Transmission Functions

If Memory Runs Out While Storing an Original

If memory runs out while storing or sending an original (free space reaches 0%), one of the following messages appears. Press **[Exit]** to transmit stored pages only.

- During Memory Transmission: `"Memory is full. Scanning will be stopped and only scanned page(s) will be stored."`
- During Parallel Memory Transmission: `"Memory is full. Cannot scan more. Transmission will be stopped."`

Note

❒ In default, scanned pages are sent. To change the settings to delete scanned pages, contact your service representative.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

Limitation

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:

- When the line is busy and could not be connected to
- With Send Later
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When the first page of an original is placed on the exposure glass

Note

❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters" (switch 07, bit 2).

❒ Standard Memory Transmission may be used instead of Parallel Memory Transmission if there is not enough free memory left.

❒ If you use this function, the Memory Storage Report will not be printed.

❒ If the **【Clear/Stop】** key is pressed, an original will jam or memory will run out during Parallel Memory Transmission. The Transmission stops. The Transmission Result Report is printed and files are deleted.

❒ When Parallel Memory Transmission is used, the total number of originals in "Fax Header Print" is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. See p.31 “Transmission Result Report (Memory Transmission)”.
- If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, if a transmission fails, a Communication Failure Report will be printed instead. See p.31 “Transmission Result Report (Memory Transmission)” and p.32 “Communication Failure Report”.
- You can also check the transmission result by examining the Journal. See p.19 “Printing the Journal”.
- You can either print or scroll through the Journal on the display. See p.14 “Checking the Transmission Result (TX File Status)”.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done five times in five minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints a Transmission Result Report or Communication Failure Report. See p.32 “Communication Failure Report”. and p.31 “Transmission Result Report (Memory Transmission)”.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note

❒ You can turn this function on or off with the User Parameters. See p.76 “User Parameters” (switch 14, bit 2).

❒ If fax memory is overloaded, messages may not be sent in the order they were scanned.

ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent. For this function to work, the other machine must have ECM.

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission ends, the line is used efficiently.

Note

- ❒ Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

JBIG Transmission

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression.

Reference

See p.24 “Original Type”, *Facsimile Reference <Basic Features>*

Limitation

- ❒ This function requires that the other party's fax machine has both the JBIG function and ECM function.
- ❒ Unavailable when using Internet Fax.

Transmitting Journal by E-mail

Preparation

To transmit the Journal by e-mail, it is necessary to make settings with User Parameters. See p.76 “User Parameters” (switch 21, bit 4).

The Journal is automatically transmitted to an e-mail address of the key operator by every 50 communications. A CSV format Journal is attached to the e-mail. See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Important

- ❒ This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of a key operator before the Journal is transmitted. If the e-mail address of the key operator is not correct, your important Journal may be lost and sent CSV file is not left on the fax machine.

Note

- ❒ If the key operator's e-mail address is wrong, you may not be able to acquire Journal.
- ❒ If the Journal in e-mail format fails to be transmitted, the Journal is printed out.
- ❒ The name of an attached CSV file is "JOURNAL+year, month, hours, minutes". For example, the file name transmitted in 10:40 on 30th, January, 2004 is "JOURNAL 200401301040.csv".
- ❒ The subject of Journal by e-mail begins with "Journal".

Journal by E-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of a key operator.

Note

- ❒ To transmit the Journal, it is necessary to make settings with User Parameters. See p.76 “User Parameters” (switch 21, bit 4).
- ❒ To set the key operator's e-mail address, see "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

Limitation

- ❒ If you use Parallel Memory Transmission, the Memory Storage Report is not printed.

Note

- ❒ You can turn this report on and off. See p.76 "User Parameters" (switch 03, bit 2).
- ❒ Even if the machine is set up not to print this report, it is still printed if an original could not be stored.
- ❒ You can select whether to include part of the original image on the report. See p.76 "User Parameters" (switch 04, bit 7).

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission. If E-mail TX Results is programmed in a User Function key, you can select whether a report e-mail is sent after transmission.

Note

- ❒ If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations.
- ❒ If the machine is set up not to print this report and the fax message could not be successfully transmitted, a Communication Failure Report is printed. See p.32 "Communication Failure Report".
- ❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters" (switch 03, bit 0).
- ❒ You can select whether to include part of the original image on the report. See p.76 "User Parameters" (switch 04, bit 7).
- ❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- ❒ The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.
- ❒ -- column indicates the Internet Fax was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

Communication Failure Report

This report is printed when a message could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Transmission Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

Note

- ❒ This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission.
- ❒ You can select whether to include part of the original image on the report. See p.76 "User Parameters" (switch 04, bit 7).
- ❒ The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.
- ❒ Unprogrammed destination column indicates the message could not be sent because the transfer's fax number is incorrect, or not programmed.

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error Report is printed instead. If E-mail TX Results is programmed in a User Function key, you can select whether a report e-mail is sent after transmission.

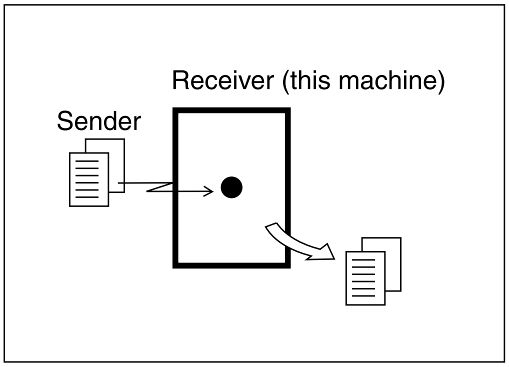
Note

- ❒ You can switch this report on or off in the User Parameters. See p.76 "User Parameters" (switch 03, bit 5).
- ❒ To view the report without text Disruption, select a font of even character width in your e-mail application's settings.
- ❒ If the page was sent successfully, the Page column gives the total number of pages sent successfully.

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.



ND1X00E2

Normally this machine receives messages by Immediate Reception. However, depending on settings or certain conditions, Memory Reception or Substitute Reception is used. See p.33 "Memory Reception". See p.34 "Substitute Reception".

Limitation

- ❒ The machine may not be able to receive fax messages when free memory space is low.

Note

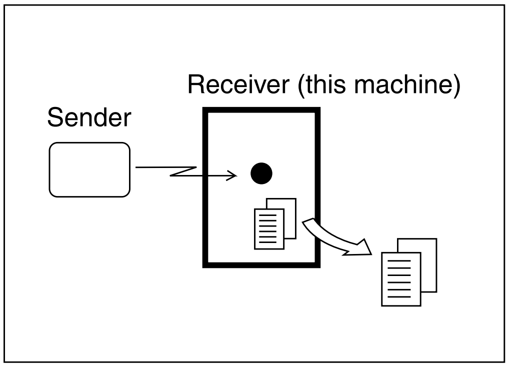
- ❒ If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

❖ Reception resolution

This machine supports Standard, Detail, and Fine resolutions for reception. Faxes sent at Detail or Fine resolution will be printed on your machine at Detail resolution. This may differ from the sender's intended resolution. See p.23 "Resolution", *Facsimile Reference <Basic Features>*.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing it.



ND1X00E3

Normally this machine receives messages by Immediate Reception, but Memory Reception is used with the following function:

- Combine 2 originals
  See p.41 "Combine Two Originals".

Important

- ❒ When about one hour passes after power of the machine is turned off, all fax messages stored in memory will be lost. If any messages have been lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost messages.
- ❒ The machine may not be able to receive large numbers of messages or messages with high data content. In such cases, we recommend you switch off the above function.

Limitation

- ❒ The machine may not be able to receive fax messages when free memory space is low.

Note

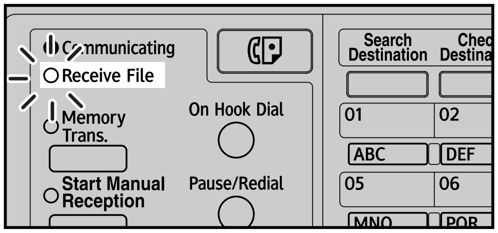
- ❒ If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

In Substitute Reception, a received fax message is stored in memory instead of being printed. Substitute Reception gets used when the machine cannot print any fax messages. Fax messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax messages received, or for only those messages that match a specified condition.

The Receive File indicator lights to let you know when fax messages have been received using Substitute Reception.



ABZ022S

Note

- ❒ Reception may not take place if there is not enough free memory.
- ❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Receiving messages unconditionally

If one of the conditions listed below occurs, the machine receives all fax messages using Substitute Reception.

Problems	Causes	Solutions
↯ is lit.	Paper is jammed.	Remove the jammed paper. See "↯Cleaning Misfeeds", *General Settings Guide*.
↯ is lit.	The cover is open.	Close the cover shown in the display.
The machine is printing with other function.	The machine is busy printing with other function.	The message will be automatically printed after the current job finishes.

Receiving messages according to parameter-specified settings

If one of the conditions listed below occurs, the machine receives only those messages that match the conditions specified in the User Parameters. See p.76 "User Parameters" (switch 05, bit 2,1).

Problems	Causes	Solutions
⍗ is lit.	All trays out of paper.	Add paper. See "⍗Loading Paper" , *Copy Reference*.
⍗ is lit.	Toner is empty.	Replace the toner cartridge. See "⍗Adding Toner", *Copy Reference*.

You can specify the following conditions with the User Parameters. See p.76 "User Parameters" (switch 05, bit 2,1).

❖ When Own Name or Own Fax Number is received

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages stored in memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

Important

- ❒ If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

❖ Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

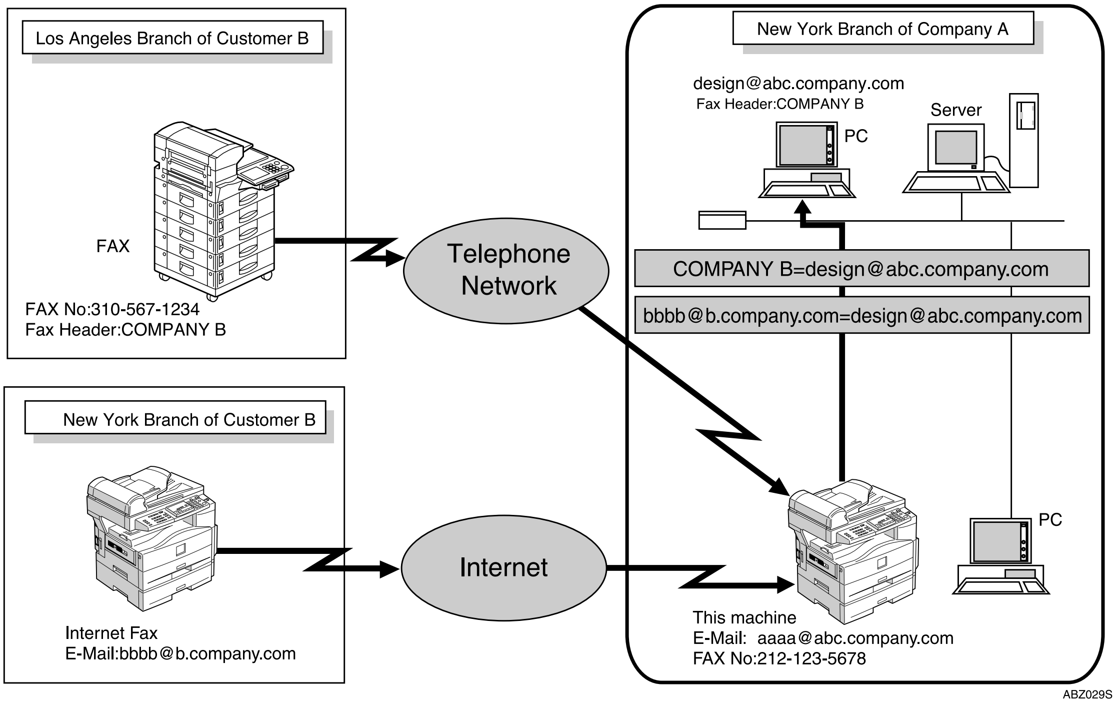
❖ Disable

The machine does not receive any messages.

Reception Functions

Forwarding Received Documents

This machine can forward received documents to other destinations programmed in memory based on Own Name, Own Fax Number or sender's e-mail address. If a sender's e-mail address is programmed as the destination, documents received are forwarded as e-mail.


Los Angeles Branch of Customer B
FAX
FAX No:310-567-1234
Fax Header:COMPANY B
New York Branch of Customer B
Internet Fax
E-Mail:bbbb@b.company.com
Telephone Network
Internet
New York Branch of Company A
design@abc.company.com
Fax Header:COMPANY B
PC
Server
COMPANY B=design@abc.company.com
bbbb@b.company.com=design@abc.company.com
PC
This machine
E-Mail: aaaa@abc.company.com
FAX No:212-123-5678
ABZ029S

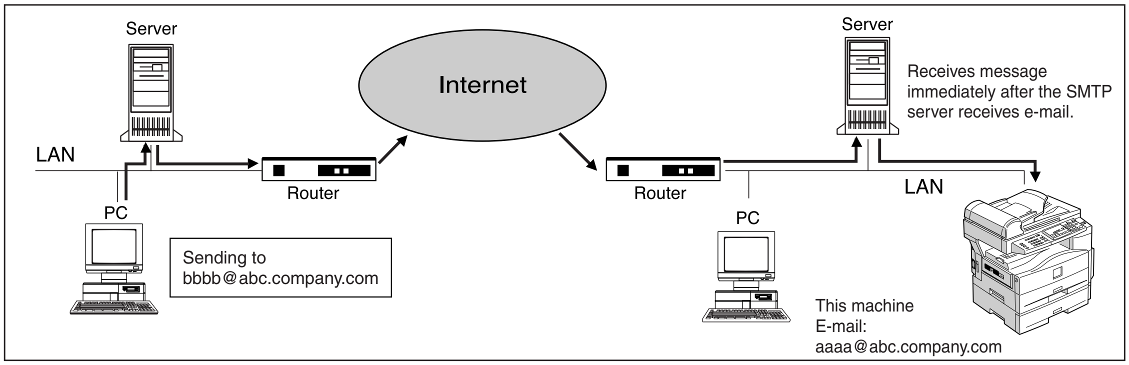
Note

- ❒ You need to specify the Forwarding destination in advance. See p.72 "Forwarding".
- ❒ If you want to forward documents to a different destination depending on the sender, see p.84 "Special Senders to Treat Differently".
- ❒ You can select whether the machine prints out the messages it forwards with User Parameters (switch 11, bit 6). For details, see p.76 "User Parameters".

SMTP Reception Using Internet Fax

You can set SMTP reception with this machine.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine. You can route received e-mail to other Internet Fax machines also.


Server
Internet
Server
Receives message immediately after the SMTP server receives e-mail.
LAN
Router
Router
LAN
PC
PC
Sending to bbbb@abc.company.com
This machine
E-mail:
aaaa@abc.company.com
ABZ030S

Note

- ❒ DNS server settings must be made before using SMTP reception. See “Setting Up the Machine on a Network”, *Network Guide*.
- ❒ To use SMTP reception, set the reception protocol to SMTP. See “Settings You Can Change with User Tools - File Transfer”, *Network Guide*.
- ❒ Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set. Also, the SMTP server sends an error notification to the originator.
- ❒ If an error is encountered during e-mail reception, reception is aborted, the e-mail is discarded, and Error Report is printed. Also, the SMTP server sends an error notification to the originator.
- ❒ When the SMTP server attempts to route received documents to this machine while the machine is transmitting an e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

Reference

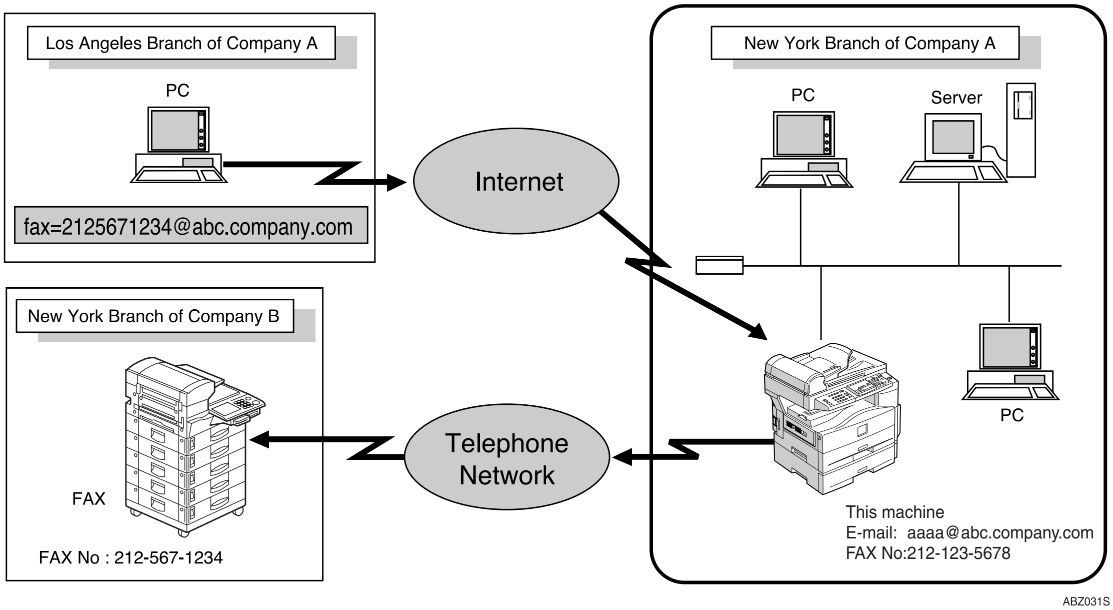
p.52 “Auto E-mail Reception”, *Facsimile Reference <Basic Features>*

p.52 “Manual E-mail Reception”, *Facsimile Reference <Basic Features>*

p.38 “Routing E-mail Received via SMTP”

Routing E-mail Received via SMTP

E-mail received via SMTP can be routed to other fax machines. It can also be routed to destinations programmed as Quick Dial entries or Groups.


Los Angeles Branch of Company A
PC
fax=2125671234@abc.company.com
Internet
New York Branch of Company A
PC
Server
PC
New York Branch of Company B
FAX
FAX No : 212-567-1234
Telephone Network
This machine
E-mail: aaaa@abc.company.com
FAX No:212-123-5678
ABZ031S

Preparation

Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery Settings" to "On". See p.68 “E-mail Settings”.

Note

- ❒ If an e-mail transfer request is received when the "SMTP RX File Delivery Settings" to "Off", this machine responds with an error message to the SMTP server.
- ❒ You can make settings that limit transfer to specified originators. See p.68 “E-mail Settings”.
- ❒ Using this function, you can also send documents from your e-mail software to e-mail addresses and G3 fax machines' destinations through this machine simultaneously. For details about specifying the destinations of fax machines, see the following.

Specifying E-mail Transfer

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

- **Fax Number**
  fax=destination fax number@host name of this machine. domain name
  Example: to transfer to fax number 212-123-4567, specify:
  fax=2121234567@abc.company.com

- **Quick Dial Destination**
  fax=#Quick Dial key number@host name of this machine.domain name
  Example: to transfer to the destination number 1:
  fax=#1@abc.company.com

- **Group Destination**
  fax=#**Group number@host name of this machine.domain name
  Example: to transfer to the destination programmed under Group number 4:
  fax=#**4@abc.company.com

JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive messages sent in the JBIG format through JBIG Transmission.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

Important

- ❒ Reception is not possible if both the operation switch and main power switch are turned off.

Note

- ❒ You can set whether messages are printed as soon as they are received (Immediate Reception) with the User Parameters. See p.76 "User Parameters" (switch 14, bit 0).
- ❒ You can also have fax messages received by Memory Reception (Substitute Reception) printed after the machine is turned on.

Printing Options

Print Completion Beep

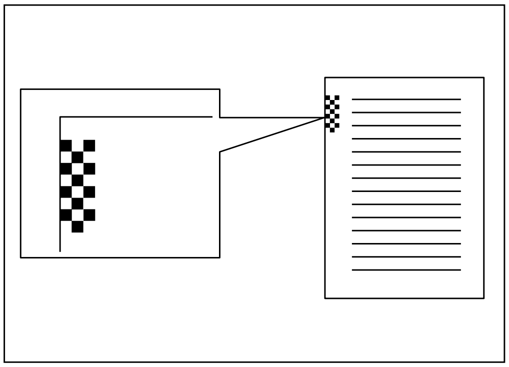
When this function is turned on, the machine beeps to let you know when a received message has been printed.

Note

- ❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). See p.61 "Adjusting the Volume", *Facsimile Reference <Basic Features>*.

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax messages to help you separate them.

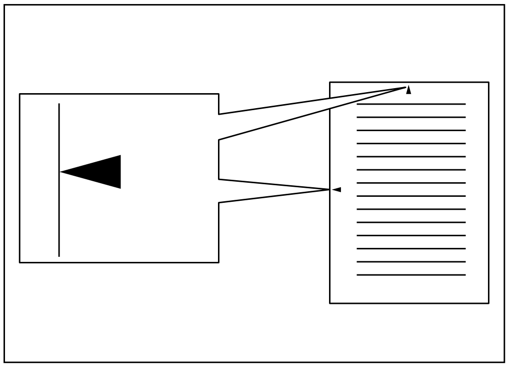


Note

- ❒ You can turn this function on or off using Reception Setting. See p.67 "Reception Settings".

Centre Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



Note

- ❒ The Centre Mark may deviate a little from the exact center of the edge.
- ❒ You can turn this function on or off using Reception Settings. See p.67 "Reception Settings".

Reception Time

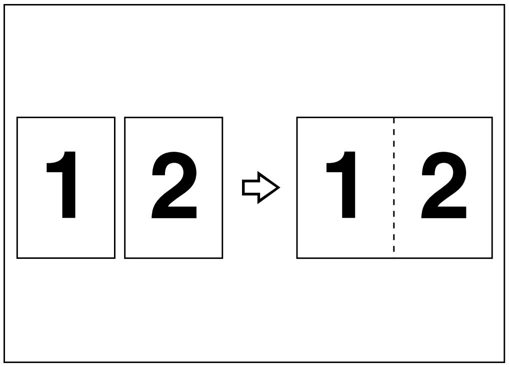
You can have the date and time printed at the bottom of the message when it is received. You can turn this function on or off using Reception Settings. See p.67 "Reception Settings".

Note

- ❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.
- ❒ The date and time when the message was printed can also be recorded on the message. If you need this function, contact your service representative.

Combine Two Originals

When two messages of the same size and orientation are received consecutively, they are printed on a single sheet when you turn this function on. This can help you economize on paper.



- Two A5▯ messages are printed side by side on a sheet of A4▭.

Limitation

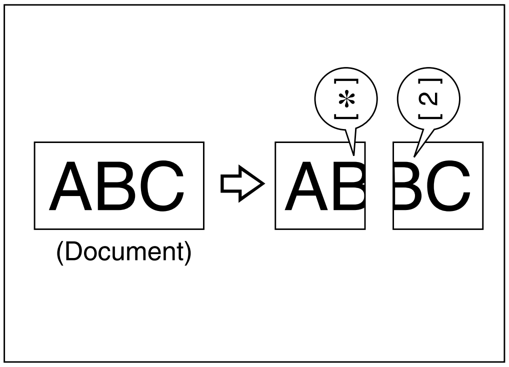
- ❒ This function does not work with messages larger than A5▯, B5 JIS▯, A4▯. When A5▯, B5 JIS▯, A4▯ size paper is loaded in the machine, each page of the received message is printed on a single sheet.
- ❒ If paper matching the size and orientation of a received document is unavailable, Combine Two Originals is not possible.

Note

- ❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters" (switch 10, bit 1).
- ❒ This function uses Memory Reception.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this function splits the message if the message length is 20 mm (0.79") or longer than the paper used. The message is reduced if it is less than 20 mm (0.79"). When a message is split, an asterisk (*) is inserted at the split position and about 10 mm (0.39") of the split area is duplicated on the top of the second sheet.



Note

- ❐ Your service representative can customize this function with the following settings:
    - Reduction
    - Print split mark
    - Overprinting
    - Overprinting length
    - Guideline for split
- ❐ You can adjust the overprinting and reduction lengths within the following ranges:
    - Overprinting length: 4 mm (0.16"), 10 mm (0.39"), 15 mm (0.59")
    - Guideline for split: 5-155 mm (5 mm steps)/0.2"-6.1" (0.2" steps)

TSI Print (Transmitting Subscriber Identification Print)

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. When you receive an Internet Fax, the e-mail address of the sender is printed.

Reference

p.55 “Initial Settings and Adjustments”, *Facsimile Reference <Basic Features>*

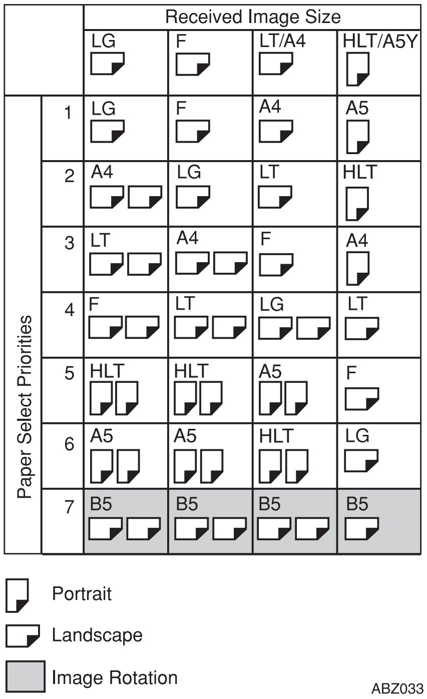
Note

- ❐ You can turn this function on or off in the User Parameters. See p.76 “User Parameters” (switch 02, bit 3).

When There Is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine chooses a paper size based upon the paper you have available. For example, if your machine has A4▭ and 8$^{1}/_{2}$"×11"▭ loaded and you receive a A5▯ size message, check the A5▯ column of the table below. The paper size at the top has the highest priority. In this case, since 8$^{1}/_{2}$"×11"▭ is a higher priority than A4▭, the message is printed on 8$^{1}/_{2}$"×11"▭.

❖ Priority Table


Received Image Size
LG
F
LT/A4
HLT/A5Y
Paper Select Priorities
1
LG
F
A4
A5
2
A4
LG
LT
HLT
3
LT
A4
F
A4
4
F
LT
LG
LT
5
HLT
HLT
A5
F
6
A5
A5
HLT
LG
7
B5
B5
B5
B5
Portrait
Landscape
Image Rotation
ABZ033

Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20 mm (0.79")
Width or Length Priority	Width

- ▯▯ and ▭▭ indicate that the message is split over two pages of paper with the orientation and size shown.
  Paper select priority may differ if no page separation threshold is set.

Note

❒ Widths that this machine can receive are A4, B4 JIS, and A3. Any messages narrower than A4 are sent as A4 width with the length unchanged.

❒ The paper size used to print a received message may be different from the size of the sent original.

❒ If you specify a receiving tray with the setting priority under System Settings, the messages may be received in a different order by setting the priority table. The priority tray may be used only when the document received is the same size as the priority tray.

Reference

p.42 "Page Separation and Length Reduction"

"Tray Paper Settings", *General Settings Guide*

Setting priority trays

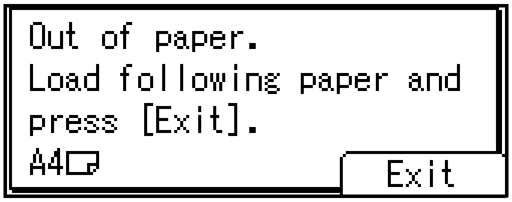
With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function. For example, you may load white A4 or $8^1/_2$"×11" paper into tray 1 to use when making copies, and yellow A4 or $8^1/_2$"×11" paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting using System Settings. See *General Settings Guide*.

Note

❒ When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

Just size printing

Received documents are printed on the paper that has first priority (see p.43 “Priority Table”). This function is set using "User Parameters"(switch 05,bit 05). The default is Off. If there is no suitable size paper, the messasge "Out of paper" appears. Load suitable size paper, and then press **[Exit]**.



```
Out of paper.
Load following paper and
press [Exit].
A4▭                    Exit
```

Limitation

- If the paper tray is pulled out or the machine runs out of the specified size of paper, the message will not be printed. Be sure the paper tray is inserted.
- The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.
  - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.
  - If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

Note

- You can turn this function on or off with the User Parameters. See p.76 “User Parameters” (switch 05, bit 5).

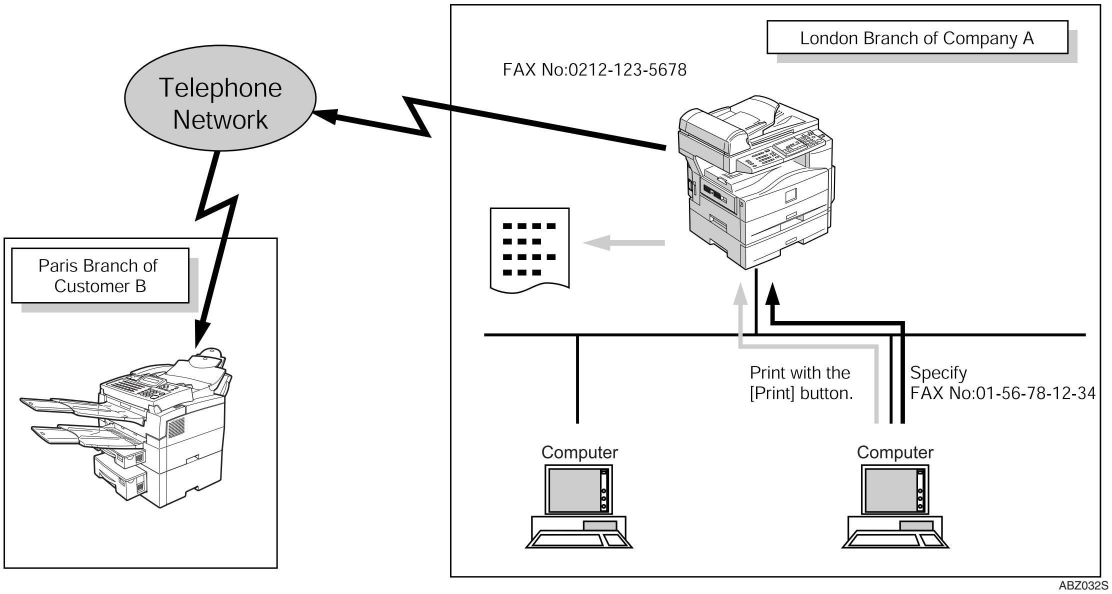
5. Using Fax with Computers

Sending Fax Documents from Computers

The optional printer/scanner unit is required.

Using computers connected to the machine through parallel ports, IEEE 1394 (IP Over 1394) ports, LANs, or wireless LANs, you can fax documents, created using Windows applications, to other fax machines over a telephone line.

- To send a fax, simply select **[Print]** from the Windows application, then select LAN-Fax as the printer, and then specify a destination.
- In addition to sending faxes, LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.
- To use LAN-Fax Driver, connect this machine to a LAN and make the necessary network settings, and then install LAN-Fax Driver and related utilities on your computer.


Telephone Network
London Branch of Company A
FAX No:0212-123-5678
Paris Branch of Customer B
Print with the [Print] button.
Specify FAX No:01-56-78-12-34
Computer
Computer
ABZ032S

Important

- ❐ Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check the machine status using a Web browser.

Before Use

To use these features, a LAN-Fax Driver must be installed on your computer. Use the LAN -Fax driver included on the printer CD-ROM. You must also make the required computer to fax network settings on the machine, according to the type of connection.

Reference

When a personal computer and the machine are connected in parallel:

See "System Settings (Parallel Connection)", *Printer Reference 2*.

When using Ethernet, IEEE 1394 (IP over 1394), or IEEE 802.11b (wireless LAN):

See "User Tools (System Settings)", *Network Guide*.

Installing the Software

You need to install LAN-Fax Driver on your computer before using the LAN-Fax functions. LAN-Fax Driver is on the CD-ROM included with the printer.

Address Book and LAN-Fax Cover Sheet Editor are installed with LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Note

- ❒ The following explanation assumes that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

Auto run program

With Windows 95/98/Me, Windows 2000/XP, Windows Server 2003 and Windows NT 4.0, the installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

If your operating system is Windows 2000/XP, Windows Server 2003 or Windows NT 4.0, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

Note

- ❒ If the plug and play function starts, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of Windows 95/98/Me, Windows 2000/XP, or Windows Server 2003.

- ❒ Auto Run might not work automatically with certain OS settings. If this is the case, double-click “Setup.exe”, located on the CD-ROM root directory.
- ❒ If you want to cancel Auto Run, hold down the **【SHIFT】** key (when your system is Windows 2000/XP or Windows Server 2003, hold down the left the **【SHIFT】** key) while inserting the CD-ROM. Keep the **【SHIFT】** key hold down until the computer stops reading the CD-ROM.
- ❒ Clicking **[Cancel]** during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

Installing individual applications

Preparation

Before installing the above applications, install SmartDeviceMonitor for Client. See “Installing SmartDeviceMonitor for Client/Admin”, *Printer Reference 1*.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

1 Quit all applications currently running.

2 Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.

The installer launches automatically, and the language selection window appears.

Note

- ❒ Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click “SETUP.EXE” in the CD-ROM root directory to launch the installer.

3 Select the interface language of the software, and then click [OK].

4 Click [LAN-Fax Driver].

The software license agreement window appears.

5 Read all of the terms and, if you agree, select [I accept the agreement.], and then click [Next >].

Note

- ❒ If you select **[I don't accept the agreement.]**, you cannot complete the installation.

6 Click the [LAN-Fax Driver] check box, and then click [Next >].

7 Confirm that the [Printer Name: <LAN-Fax M5>] check box has been selected, and then click [Continue].

Note

- ❒ Select the desired port.

8 Click [Finish].

The installation completion dialog box appears.

9 Click [Finish].

10 Click [Exit].

Applications Stored on the CD-ROM

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

❖ Location of the File

The following folders are on the CD-ROM:

- LAN-Fax Driver for Windows 95/98/Me
  DRIVERS/LAN-FAX/WIN9X_Me
- LAN-Fax Driver for Windows 2000/XP, Windows Server 2003
  DRIVERS/LAN-FAX/WIN2K_XP
- LAN-Fax Driver for Windows NT 4.0
  DRIVERS/LAN-FAX/NT4

❖ Operating Environment

- Computer
  PC/AT Compatible
- Operating Systems
  Microsoft Windows 95/98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003
  Microsoft Windows NT 4.0
- Display
  VGA 640×480 dots or more

Limitation

❒ All operations cannot be guaranteed depending on the system environment.

❒ When you use Windows NT, LAN-Fax Driver will not work in an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

Note

❒ Before beginning installation, exit all other applications.

Address Book

Address Book helps you edit LAN-Fax transmission destinations.

❖ Operating Systems

Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

❖ Operating Systems

Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

Setting LAN-Fax Properties

This section describes how to make settings such as paper size, resolution, and options.

- Paper Size:
- Orientation:
- Tray:
- Resolution:
- Gray Scale: (Windows 95/98/Me)
- Print as graphics (Windows 95/98 /Me)
- Reduce 400dpi image data to 200dpi

When this machine is connected to a network, selections for the option configuration are automatically performed.

For details, see Help.

Note

- ❒ If the options on this machine are not configured as instructed, LAN-Fax functions may fail to work as intended.
- ❒ If your operating system is Windows 2000/XP, Windows Server 2003 or Windows NT 4.0, log on using an account that has Administrator permissions.

1 On the [Start] menu, point to [Settings], and then click [Printers].

Note

- ❒ With Windows XP Professional or Windows Server 2003, select **[Printers and Faxes]** on the **[Start]** menu.
- ❒ With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

2 Click [LAN-Fax M5], and then click [Properties] on the [File] menu.

Note

- ❒ With Windows NT, click **[Document Defaults...]** on the **[File]** menu.

3 Make settings for the option configuration.

When using Windows 95/98/Me

❶ Click the [Paper] tab.

When using Windows 2000/XP or Windows Server 2003

❶ Click the [Advanced] tab.

❷ Click [Printing Defaults...].

4 Click [OK].

The option configuration settings are complete.

5 Click [OK].

Basic Transmission

This section describes how to send fax documents created using Windows applications.

To send a fax, simply select **[Print]** from the Windows application, then select **[LAN-Fax M5]** as the printer, and then specify a destination in the **[LAN-Fax]** dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see Help.

Limitation

- ❒ When using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.

Note

- ❒ To send to an Internet Fax destination, the destination must be set in the destination list of this machine beforehand. Use this machine's destination list to specify Internet Fax destinations. E-mail addresses cannot be entered in the LAN-Fax dialog box.

1 On the [File] menu, click [Print].

B Select [LAN-Fax M5] in [Printer Name].

C Click [OK].

The LAN-Fax dialog box appears.

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M5]** for the printer.

D Specify the destination.

Use one of the following procedures to specify a destination. For details, see Help.

Note

- ❒ You can select the appropriate line in the **[Line:]** list.
- ❒ You can specify up to 300 destinations.
- ❒ The machine can hold up to 64 documents sent using LAN-Fax, as those to be transmitted.

Specifying a destination using a destination list

❶ Enter a destination in the [Fax Number:] box.

When using a destination list:

Enter **[#]** and the registration number.

❷ Click [Next Number].

The entered destination is added and displayed in the **[List of Destinations:]** box.

Note

- ❒ If you do not want the entered destination to be added to the list, skip this step. Also when this step is skipped, the document will be sent to the number entered in the **[Fax Number:]** box.

❸ To specify more destinations, repeat steps ❶ and ❷.

Specifying a destination by directly entering a fax number

❶ Enter a fax number in the [Fax Number:] box.

Note

- ❒ To enter a pause, click **[Pause]**.

❷ Click [Next Number].

The entered destination is added and displayed in the **[List of Destinations:]** box.

Note

- ❒ If you do not want the entered destination to be added to the list, skip this step. Also when this step is skipped, the document will be sent to the number entered in the **[Fax Number:]** box.

❸ To specify more destinations, repeat steps ❶ and ❷.

Specifying a destination using Address Book

In order to use this method, you need to program destinations in the address list using Address Book. See p.48 “Address Book”.

❶ Select a CSV file containing the desired address list, from the drop-down menu.

Note

- ❒ Up to three files used most lately appear in the drop-down menu. To use an address list that did not appear, click **[Browse...]**, and then select the file.

❷ **In the [Name:] list select [Contact], [Company], or [Group], and then select [All] or an initial letter.**

The destinations matching the selected parameters appear.

❸ **Click the destination to highlight it, and then click [Set as Destination].**

The entered destination is added and displayed in the **[List of Destinations:]** box.

❹ **To specify more destinations, repeat steps ❷ and ❸.**

5 Specify options.

Reference

p.51 "Attaching a cover sheet"

p.51 "Previewing fax images"

p.53 "Printing and Saving"

p.52 "Specifying options"

If you do not want to specify options, proceed to step 6.

6 Click [Send].

Note

❒ When you click **[Print & Send]**, a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.

Attaching a cover sheet

Selecting the **[Attach a Cover Sheet]** check box causes a cover sheet to be attached to the top of the fax document.

The cover sheet includes the following items:

- Company Name as destination info.
- Department Name as destination info.
- Contact Name as destination info.
- Company Name as sender info.
- Department Name as sender info.
- Contact Name as sender info.
- Telephone Number as sender info.
- Fax Number as sender info.
- Date
- Message

Note

❒ To edit the cover sheet, click **[Cover Sheet...]**. See p.55 "Editing Fax Cover Sheets".

Previewing fax images

Selecting the **[Preview]** check box allows you to check how the fax document will be output at the destination.

1 Select the [Preview] check box, and then click [Print] or [Send].

The **[Preview]** window appears.

2 Check the image, and then click [OK].

Note

❒ To cancel printing or sending, click **[Cancel]**.

Images on the Preview window are not exactly the same as images to be output.

Specifying options

You can specify the following options:

For details, see Help.

- Sending at Specific Time
- User Code
- User ID
- Print Fax Header

1 **Click [Option...].**

2 **Specify options you want to use.**

❖ **To send the fax document at a specific time:**

Select the **[Sending at Specific Time]** check box, and then specify a transmission time.

❖ **To send with a user code:**

Enter a user code into the **[User Code]** field.

❖ **To distinguish fax documents for each user:**

Enter a user ID into the **[User ID:]** field. Use this option when checking the job history using SmartDeviceMonitor for Client.

❖ **To have the header printed on the fax document:**

Select the **[Print Fax Header]** check box.

Note

❒ The user code you specified for this machine must be the same as the one entered in this machine. See *General Settings Guide*.

3 **Click [OK].**

Transmission result notification

After you have sent faxes, this function informs you whether the fax was successfully transmitted to its destination or not.

When you use this machine just as a printer, this function also informs you whether data was successfully transmitted to this machine or not.

Note

❒ You cannot receive notification when using SmartDeviceMonitor for Client version 5.0 or earlier.

❒ Transmission results are informed only when connected with a network using SmartDeviceMonitor for Client.

Managing transmission using LAN-Fax Driver

From “SmartDeviceMonitor for Admin”, “SmartDeviceMonitor for Client”, or a Web browser, you can manage transmissions using LAN-Fax Driver. You can view the following information on transmitted files using LAN-Fax Driver.

❖ **SmartDeviceMonitor for Client/Admin**

- User ID
- Status
- Pages
- Started At
- File No.

❖ **Web Browser**

- ID
- User ID
- Status
- Page(s)
- Started At
- Document No.

Reference

For details, see Help.

Printing and Saving

You can print documents created using Windows applications.

You can also save documents in TIF format.

Open the application document you want to print or create a new document, and then perform the following procedure.

For details, see Help.

Note

- ❒ You can select whether to cause the machine to automatically restart printing when problems such as paper running-out or paper jams are resolved. The machine may not allow LAN-Fax Driver to send documents until it finishes reprinting. See p.76 "User Parameters" (switch 20, bit 1).
- ❒ When document reprint (switch 20, bit 1) is set to on, you can select the time delay after problems are resolved until the machine restarts printing. See p.76 "User Parameters" (switch 20 , bit 2,3,4,5).

1 On the [File] menu, click [Print...].

2 Select [LAN-Fax M5] in [Printer Name], and then click [OK].

The **[LAN-Fax]** dialog box appears.

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M5]** for the printer.

Printing

❶ **Click [Print].**

Saving as Files

You can save the fax document in TIF format.

❶ **Select the [Save as file] check box.**

❷ **Click [Save to...].**

❸ **Select a folder on the folder tree.**

❹ **Select a file naming method.**

Note

- ❒ To manually enter a file name, select the **[Specify file name when saving]** check box. To have the program itself name the file, select the **[Automatically create a new file]** check box.

❺ **Click [OK].**

❻ **Click [Save].**

If you have selected **[Automatically create a new file]**, the image file is assigned a name and saved under the specified folder. The file name will be RicHHMMSS.tif (HH: hours, MM: minutes, SS: seconds).

❼ **Enter a file name.**

Note

- ❒ You can also change the folder in this step.

❽ **Click [Save].**

The image file is saved in the specified folder.

Editing Address Book

You can program and edit destinations in the address list using the Address Book.

For details, see Help.

1 **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].**

The Address Book display appears.

Note

- ❒ If LAN-Fax Driver has already started up, click **[Address Book...]**.

2 **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3 **Edit an existing destination or program a new one.**

Note

- ❒ You can use files created in CSV format, as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.
- ❒ You can program the Address Book data of this machine in the LAN-Fax's Address Book.

Programming new destinations

❶ **Enter the destination.**

Note

- ❒ For **[Line:]**, select G3. Do not select G4, I-G3, G3-2, G3-3, G3 Dir. Auto, or G3 PABX Auto, (unavailable on this machine).

❷ **Click [Add].**

Editing programmed destinations

❶ **Select the destination you want to edit in the list.**

The company name should appear in gray.

❷ **Edit the data.**

❸ **Click [Update].**

Deleting programmed destinations

❶ **Select the destination you want to edit in the list.**

The company name should appear in gray.

❷ **Click [Delete].**

❸ **Click [Yes].**

4 **Click [Close].**

5 **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing display, click **[Cancel]**.

Note

- ❒ The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Using the machine's Address Book data as the LAN-Fax's Address Book data

You can retrieve the Address Book data of this machine using SmartDeviceMonitor for Admin and edit it to program in the LAN-Fax's Address Book.

Reference

For more information, see Help on SmartDeviceMonitor for Admin.

Managing the facsimile functions using SmartDeviceMonitor for Admin

Using SmartDeviceMonitor for Admin, you can check information about the machine's facsimile functions and save this information on the computer.

SmartDeviceMonitor for Admin provides the following management functions:

Using **[Address Management Tool]**, you can check information about destinations programmed on the machine, and change the fax numbers and names of these destinations. You can also program new destinations.

Using **[Address Management Tool]**, you can retrieve destinations programmed on the machine and save them on the computer as CSV files. You can then export these to the LAN-Fax Driver Address Book using the Address Book application.

When using SmartDeviceMonitor, enter ASCII characters (for example: a-z, 0–9) to avoid garbled printout and control panel display.

Note

- ❒ For SmartDeviceMonitor for Admin installation, see *Printer Reference 1*.
- ❒ For detailed operations, see *Network Guide* and SmartDeviceMonitor for Admin Help.

Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets. It is necessary to create a cover sheet file before attaching a cover sheet to fax messages using LAN-Fax Driver.

Creating a cover sheet

Use the following procedure to create a fax cover sheet.

You can edit the items below using LAN-Fax Cover Sheet Editor.

- Company Name as destination info.
- Department Name as destination info.
- Contact Name as destination info.
- Company Name as sender info.
- Department Name as sender info.
- Contact Name as sender info.
- Telephone Number as sender info.
- Fax Number as sender info.
- Date
- Message

Note

- ❒ Cover sheet data is stored in its own format (using "fcp" as its extension)

1 On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].

The dialog box of LAN-Fax Cover Sheet Editor appears.

2 Edit the cover sheet.

Note

- ❒ For details about operations, see Help.

3 Click [Save as...] on the [File] menu.

4 Select a folder, and then enter a file name.

5 Click [Save].

Attaching a created cover sheet

Use the following procedure to attach a created cover sheet file to a fax message.

1 On the [File] menu, click [Print...].

2 Select "LAN-Fax M5" in "Printer Name", and then click [OK].

The **[LAN-Fax]** dialog box appears.

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M5]** for the printer.

3 Click [Cover Sheet...].

The **[Cover Sheet...]** dialog box appears.

4 Select a cover sheet file from the drop-down list or after clicking [Browse...] in [Select Cover Sheet].

Note

- ❒ The selection made in **[Select Cover Sheet]** is not canceled unless you select another file. If you want to change only destination information, skip this step and proceed to step **5**.

5 Enter the destination information.

Note

- ❒ You can select **[Use Address Book]**, **[To Whom It May Concern]**, **[Edit Names]**, or **[None]**. Selecting **[Edit Names]** allows you to enter company, department, and person names.

6 To print the date, select the [With a Date] check box.

7 Enter the sender information.

Note

- ❒ You can enter company, department, and person names, and telephone and fax numbers.
- ❒ To add a message, select the **[With a Message]** check box, and then enter a message.

8 Click [OK].

9 Specify a destination.

10 Select the [Attach a Cover Sheet] check box.

11 Click [Send].

LAN-Fax Operation Messages

Note

- ❒ You can have the LAN-Fax Error Report printed when options are not properly selected, or there is a communication error with a computer. See p.76 “User Parameters” (switch 20, bit 0).

Message	Causes and Solutions
`Cannot access the printer. Click [retry] to send the data again.`	Check the network connection. Check that the power is turned on.
`The number of destination entries exceeds the limit. Up to 300 entries can be entered.`	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 300.
`"LAN-Fax" has already been launched. Cannot launch it again.`	The **[LAN-Fax]** dialog box is already open. Quit LAN-Fax once, and then start it up again.
`Failed to allocate memory.`	Available memory on the computer is insufficient. Quit applications currently not in use.

LAN-Fax Error Report

This report is printed when options are not properly selected, or a communication error with a computer occurs. Check the error message of the report.

If you entered a user code in the **[Options]** dialog box, this report can be sent to you by e-mail, provided your e-mail address is programmed in the machine. However, if User Code Management is on for fax, the report is not sent.

Note

- ❒ You can select whether or not a LAN-Fax Error Report is printed. See p.76 “User Parameters” (switch 20, bit 0).

LAN-Fax Result by E-mail

If you entered a user code in the **[Options]** dialog box, the result can be sent to you by e-mail, provided your e-mail address is programmed in the machine.

Note

- ❒ You can select whether or not a LAN-Fax Result is sent to the specified e-mail address. See p.76 “User Parameters” (switch 20, bit 7). If the message failed to be sent to one or more of the specified destinations, the result is sent regardless of this setting.

Editing Receiver's Fax Information Via Web Browser

When the receiver being programmed or added to the address book is a T.37 full mode compatible type with the Internet Fax function, you can set the following receiver's fax information using a Web browser.

- Compression type
- Paper size
- Resolution

Preparation

Before programming, check the receiver's fax information.

Note

- ❒ For details, see Help using the Web browser.
- ❒ When the receiver's fax information is sent back from a T.37 full mode compatible receiver after transmitting an Internet Fax document, pre-existing fax information is overwritten.
- ❒ Originals are sent at A4 size, even if A3 or B4 JIS is selected as the paper size using the Web browser.

Reference

p.43 “T.37 Full Mode”, *Facsimile Reference <Basic Features>*

1 Start up the Web browser on a computer connected to the machine.

2 In the [Address] box, enter the following characters, and then press the 【Enter】 key of the keyboard:

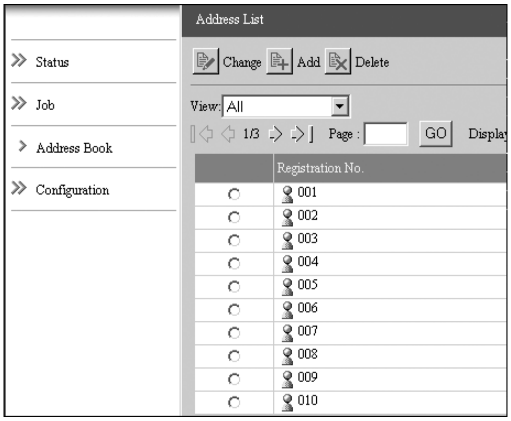
http://xxx.xxx.xxx.xxx ("xxx.xxx.xxx.xxx"= machine's IP address)

Top Page appears.

3 Click [Administrator Mode], and then enter the user name and password.

4 Click [Address Book] on the left.

The **[Address List]** page appears.



View: All

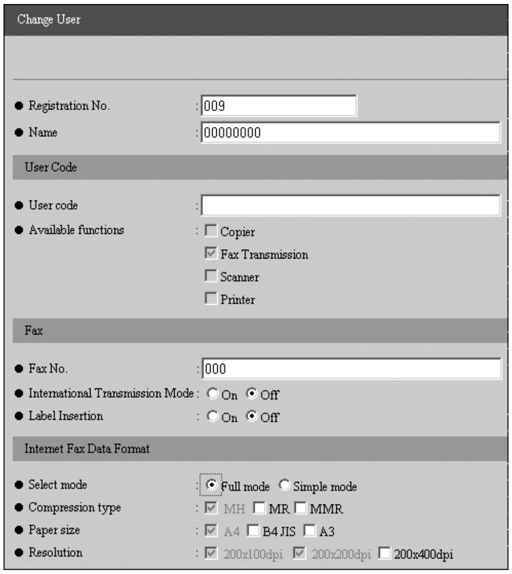
Registration No.
○ 001
○ 002
○ 003
○ 004
○ 005
○ 006
○ 007
○ 008
○ 009
○ 010

5 Set the Internet Fax data format.

When the programmed receiver's fax information changes

❶ Click the radio button to select the registration number you want to change, and then click [Change].

The **[Change User]** page appears.



- Registration No. : 009
- Name : 00000000
- User code :
- Available functions : ☐ Copier ☑ Fax Transmission ☐ Scanner ☐ Printer
- Fax No. : 000
- International Transmission Mode : ○ On ● Off
- Label Insertion : ○ On ● Off
- Select mode : ● Full mode ○ Simple mode
- Compression type : ☑ MH ☐ MR ☐ MMR
- Paper size : ☑ A4 ☐ B4 JIS ☐ A3
- Resolution : ☑ 200x100dpi ☑ 200x200dpi ☐ 200x400dpi

❷ Under [Internet Fax Data Format], set the items of fax information to meet the receiver's specifications, except for [Select mode].

Note

- ❒ If **[Simple mode]** is selected, the fax information cannot be set. Select the T.37 full mode compatible receiver in step ❶, when **[Full mode]** is selected.

❸ Click [OK] in the upper right.

The **[Address List]** page appears.

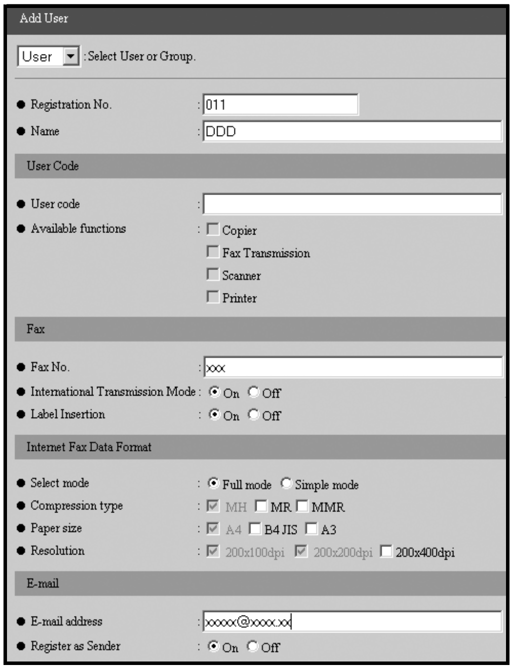
Note

- ❒ To cancel the setting, click **[Cancel]** in the upper right.

When a new destination is added

❶ Click [Add].

The **[Add User]** page appears.



Add User

User : Select User or Group.

● Registration No. : 011
● Name : DDD

User Code

● User code :
● Available functions : ☐ Copier
☐ Fax Transmission
☐ Scanner
☐ Printer

Fax

● Fax No. : xxx
● International Transmission Mode : ● On ○ Off
● Label Insertion : ● On ○ Off

Internet Fax Data Format

● Select mode : ● Full mode ○ Simple mode
● Compression type : ☑ MH ☐ MR ☐ MMR
● Paper size : ☑ A4 ☐ B4 JIS ☐ A3
● Resolution : ☑ 200x100dpi ☑ 200x200dpi ☐ 200x400dpi

E-mail

● E-mail address : xxxxx@xxxx.xx
● Register as Sender : ● On ○ Off

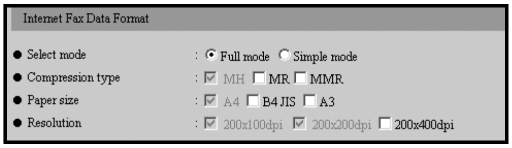
❷ Make sure [User] is selected in the [Select User or Group.] list.

❸ Enter the registration number, name, and e-mail address, and then make the necessary settings.

Note

- ❒ Settings under **[Internet Fax Data Format]** become available after you enter the e-mail address.

❹ Under [Internet Fax Data Format], click [Full mode], and then make the other settings according to the receiver's specifications.



Internet Fax Data Format

● Select mode : ● Full mode ○ Simple mode
● Compression type : ☑ MH ☐ MR ☐ MMR
● Paper size : ☑ A4 ☐ B4 JIS ☐ A3
● Resolution : ☑ 200x100dpi ☑ 200x200dpi ☐ 200x400dpi

Note

- ❒ If you select **[Simple mode]**, you cannot set the fax information.

❺ Click [OK] in the upper right.

The **[Address List]** page appears.

Note

- ❒ To cancel the setting, click **[Cancel]** in the upper right.

6 Close the Web browser.

Function List

The User Tools allow you to program your identification, store frequently used numbers and settings, and customize default settings to meet your needs.

The User Tools are grouped by functions so that you can quickly and easily find the desired User Tool.

❖ Print List/Report

Description	Reference
• Print Journal • Print TX Standby File List	p.65 "Print List/Report"

❖ General Settings/Adjust

Description	Reference
Default Transmission Mode and scan settings. When the power is turned on, settings specified here are selected: • Adjust Sound Volume • Program Fax Information • On Hook Release Time • Set User Function Key	p.66 "General Settings/Adjust"

❖ Reception Settings

Description	Reference
Allows you to switch the following reception functions on or off: • Switch Reception Mode • RX Mode Auto Switch Time • Authorized Reception See p.87 "Authorized RX (Authorized Reception)". • Forwarding See p.87 "Forwarding". • Checkered Mark See p.40 "Checkered Mark". • Center Mark See p.40 "Centre Mark". • Print Reception Time See p.41 "Reception Time".	p.67 "Reception Settings"

❖ E-mail Settings

Description	Reference
• Internet Fax Settings • Maximum E-mail Size • SMTP RX File Delivery	p.68 "E-mail Settings"

❖ Key Operator Tools

Description	Reference
• Communication Page Count • Memory Lock • Forwarding • Parameter Setting • Program Special Sender • Program Memory Lock ID • Select Dial/Push Phone • G3 Analog Line	p.71 "Key Operator Setting"

Displays

- Press the **【User Tools/Counter】** key to enter User Tools menu.
- You can switch the display using **【▲】** or **【▼】**.
- The selected item is highlighted.
- When you have made all required settings, press the **【OK】** key. If the **【OK】** key is not pressed, the new settings might be canceled.
- Press the **【Cancel】** key to cancel the new settings. The previous display appears.

Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (eight digits maximum) to operate the User Tools. This prevents unauthorized people from changing settings.

Note

❒ You can turn the Key Operator Code on or off in "System Settings".

❒ When you set the Key Operator Code to active, enter a code (eight digits maximum) using the number keys and select **[Partial]** or **[All]** to limit access.

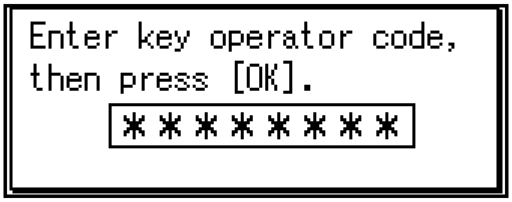
- When **[Partial]** is selected:
  Only Key Operator Tools are protected with a Key Operator Code.
- When **[All]** is selected:
  Key Operator Tools and User Tools are protected with a Key Operator Code.

① Press the **【User Tools/Counter】** key.

② Press **[Fax Features]**.
If you have selected **[All]**, proceed to step ④.

③ Press **[Key Operator Tools]**.

④ Enter a Key Operator Code (eight digits maximum) using the number keys.



Enter key operator code,
then press [OK].
****

⑤ Press the **【OK】** key.

Note

❒ If you enter a Key Operator Code not programmed, the display will return to that of step ④.

Accessing User Tools (Facsimile Features)

Customize the facsimile settings according to the operations to be frequently performed.

Note

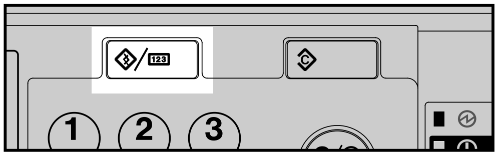
- ❒ Customized facsimile defaults are kept until the defaults are changed again. The new settings are not canceled by turning off the main power switch or the Operation switch or pressing the **【Clear Modes】** key.

Reference

For the items that can be changed using System Settings, see "User Tools (System Settings)", *General Settings Guide*.

1 **Press the 【User Tools/Counter】 key.**

The main menu display for default settings appears.

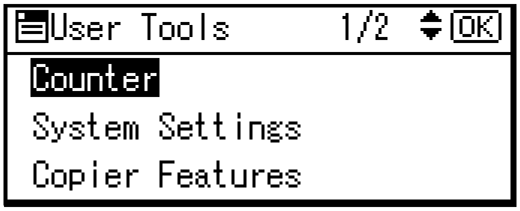


ABZ018S

Note

- ❒ With a Key Operator Code programmed, changing the default causes the Key Operator Code entry display to appear. If this happens, enter the programmed code first. For the Key Operator Code, see the *General Settings Guide*.

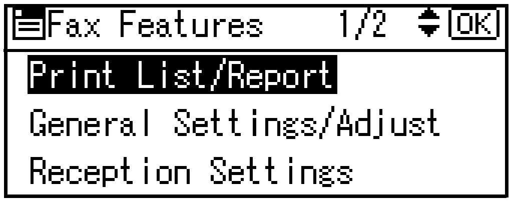
2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



User Tools 1/2 ⇕ OK
Counter
System Settings
Copier Features

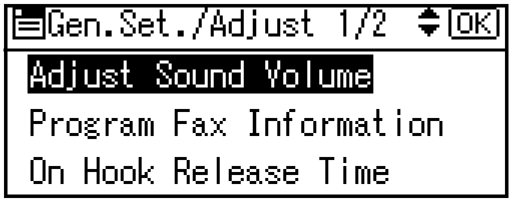
The following shows the example of **[On Hook Release Time]** selected under **[General Settings/Adjust]**.

3 **Select [General Settings/Adjust] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Fax Features 1/2 ⇕ OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [On Hook Release Time] using 【▲】 or 【▼】, and then press the 【OK】 key.**



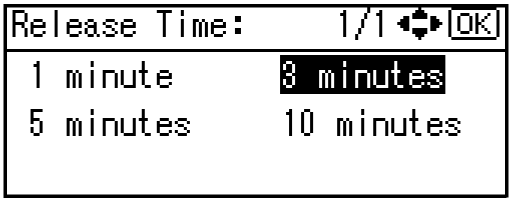
Gen.Set./Adjust 1/2 ⇕ OK
Adjust Sound Volume
Program Fax Information
On Hook Release Time

The corresponding setting display appears.

Reference

p.61 "Function List"

5 Follow the displayed instructions to change the default, and then press the 【OK】 key.



Release Time: 1/1 ⬍ OK

1 minute 3 minutes

5 minutes 10 minutes

Depending on the menu, you may need to repeat step **5**.

When you have selected the print menu, press the 【**Start**】 key to print.

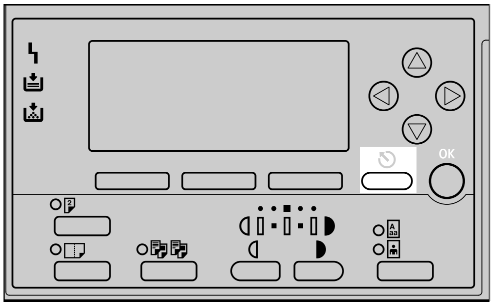
Note

- ❒ If you make a mistake, repeat from step **4**.

Quitting Default Settings

1 After changing the defaults, press the 【Cancel】 key several times.

The standby display appears.



ABZ023S

Note

- ❒ You can also press the 【**User Tools/Counter**】 key again to directly return to the standby display.

Print List/Report

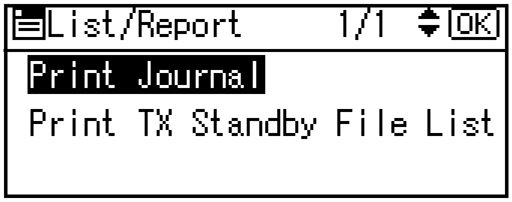
❖ Print Journal

Use this function to print the journal.

Note

- ❒ You can also print the journal using the 【**Job Information**】 key. See p.19 “Printing the Journal”.

① Select **[Print Journal]** using 【▲】 or 【▼】, and then press the 【**OK**】 key.



List/Report 1/1 ⬍ OK

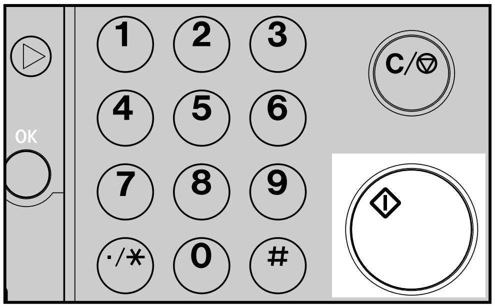
Print Journal

Print TX Standby File List

Note

- ❒ If the machine is currently printing other documents, you cannot proceed to the next step until it stops.

② Press the 【**Start**】 key.



ABZ006S

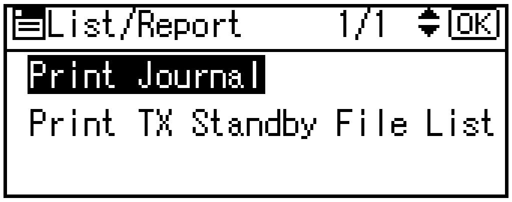
Note

- ❒ Press the 【**Clear/Stop**】 key to stop printing the journal.

❖ Print TX Standby File List (Print Transmission Standby File List)

Use this function to print the transmission standby file list.

① Select **[Print TX Standby File List]** using **【▲】** or **【▼】**, and then press the **【OK】** key.



List/Report 1/1 ⇕ OK

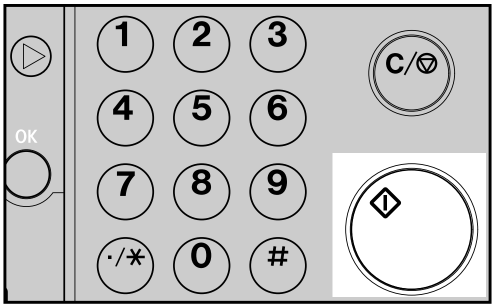
Print Journal

Print TX Standby File List

Note

❒ If the machine is currently printing other documents, you cannot proceed to the next step until it stops.

② Press the **【Start】** key.



ABZ006S

Note

❒ Press the **【Clear/Stop】** key to stop printing the TX standby file list.

❒ You can also print the transmission standby file list using the **【Job Information】** key. See p.13 "Printing a List of Files in Memory (Print TX Standby File List)".

General Settings/Adjust

❖ Adjust Sound Volume

See p.61 "Adjusting the Volume", *Facsimile Reference <Basic Features>*.

- On Hook Mode
- At Transmission
- At Reception
- At Dialing
- At Printing

❖ Program Fax Information

See p.55 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*.

- Fax Header
- Own Name
- Own Fax Number

❖ On Hook Release Time

Use this function to specify a time to cancel On Hook Mode after you transmit using On Hook dialing.

- 1 minute
- 3 minutes
- 5 minutes
- 10 minutes

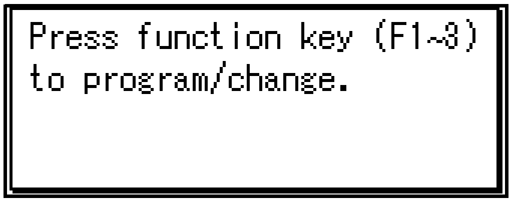
❖ Set User Function Key

Frequently used functions programmed as User Function keys are shown on the menu immediately after the power is turned on. The User Function keys can be programmed with the following functions:

- Print Journal
- TX File Status (Transmission File Status)
- RX File Status (Reception File Status)
- Print Fax Header
- Forwarding
- Switch Reception Mode
- Start Manual Reception
- TX by User Code (Transmission by User Code)
- E-mail Options

- Print TX Status Report (Print Transmission Status Report)
- Manual E-mail Reception

① Select User Function key you want to program.



Press function key (F1~3)
to program/change.

② Select the function you want to program in the User Function key, and then press the 【OK】 key.

Reception Settings

❖ Switch Reception Mode

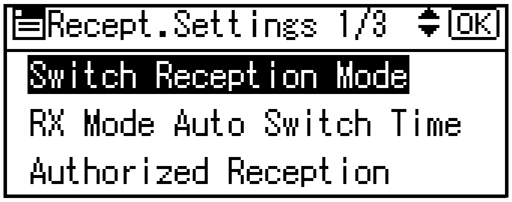
Specify the method for receiving fax messages.

- Manual Reception
- Auto Reception

❖ RX Mode Auto Switch Time

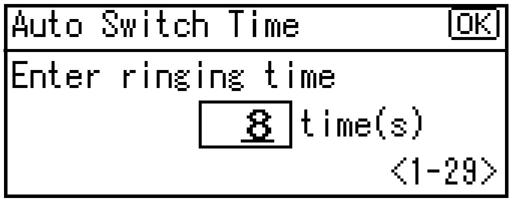
In Auto Select mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can change the number of rings with the Auto Ring Time.

① Select **[RX Mode Auto Switch Time]** using 【▲】 or 【▼】 and then press the 【OK】 key.



Recept.Settings 1/3 ⬍ OK
Switch Reception Mode
RX Mode Auto Switch Time
Authorized Reception

② Enter the number of rings using the number keys, and then press the 【OK】 key.



Auto Switch Time OK
Enter ringing time
8 time(s)
<1-29>

Note

- ❐ The maximum number of rings is be 99.

③ Press the 【OK】 key.

❖ Authorized Reception

Specify whether or not unwanted fax messages are to be screened out.

- On
- Off

❖ Forwarding

Specify whether or not received fax messages are to be forwarded to a programmed receiver.

- On
- Off

❖ Checkered Mark

Specify whether or not a checkered mark is to be printed on the first page of received fax messages.

- On
- Off

❖ Center Mark

Specify whether or not a center mark is to be printed halfway down the left side and at the top center of each page received.

- On
- Off

❖ Print Reception Time

Specify whether or not received date and time are to be printed at the bottom of received fax messages.

- On
- Off

E-mail Settings

❖ Internet Fax Settings

You can select to display **[☎/✉]** or not. When you want to send an Internet Fax, set On to display the icon.

- On
- Off

❖ Maximum E-mail Size

Make this setting when you want to limit the size of e-mail messages that are transmitted, if receivers limit e-mail size, or you cannot send large size e-mail for some reason. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

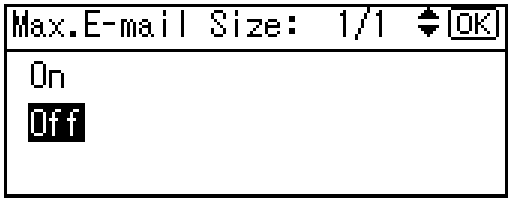
- On
- Off

Note

❒ When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.

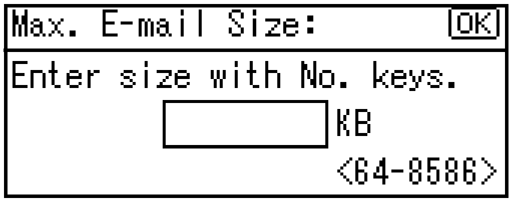
❒ Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

① Select **[On]** using **【▲】** or **【▼】**, and then press the **【OK】** key.



```
Max.E-mail Size:  1/1 ⇕ OK
 On
 Off
```

② Enter the maximum e-mail size using the number keys.



```
Max. E-mail Size:        OK
Enter size with No. keys.
              [      ]KB
                 <64-8586>
```

Note

❒ Maximum e-mail size can be between 64 and 8586 KB.

③ Press the **【OK】** key.

❖ SMTP RX File Delivery (SMTP Reception File Delivery)

This function is available on systems that allow routing of e-mail received via SMTP. See p.38 "Routing E-mail Received via SMTP".

- On
- Off

When an authorized e-mail address is set, e-mail received from addresses that do not match the authorized address is discarded, and an error message is returned to the SMTP server.

The authorized e-mail address is compared with the addresses of e-mail originators, as illustrated by the following examples.

When the authorized e-mail address is set to "@aaa.abcd.com":

abc@aaa.abcd.com - accepted

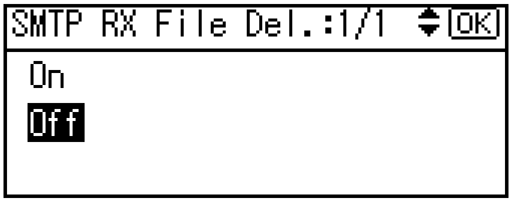
def@aaa.xyz.com - not accepted

abc@abcd.com - not accepted

Note

❒ No Error Report is output even when e-mail is discarded.

① Select **[On]** using 【▲】 or 【▼】, and then press the 【OK】 key.

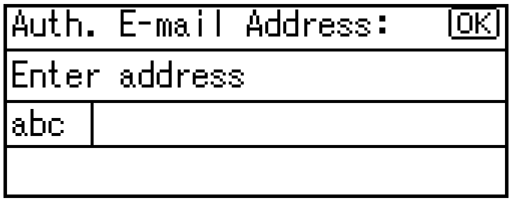


SMTP RX File Del.:1/1 ⇕ OK

On

Off

② Enter the sending e-mail address with transmission permission.



Auth. E-mail Address: OK

Enter address

abc

③ Press the 【OK】 key.

7. Key Operator Setting

Key Operator Tools List

You can also set the line type for the machine connection, program Memory Lock ID, fax destinations, and many other items. In addition, you can check the number of documents transmitted and received.

Function name	**Description**	**Reference**
Communication Page Count	Checks the transmission and reception, and totals on the display.	p.72 “Counters”
Memory Lock	Switches the Memory Lock to on or off. To use it, program an ID for printing a message received in Memory Lock mode.	p.75 “Memory Lock”
Forwarding	Transfers received messages to a programmed receiver (forwarding destination).	p.72 “Forwarding”
Parameter Setting	Allows you to change and print the function settings to meet your needs.	p.76 “User Parameters”
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.	p.86 “Programming/ Changing Special Senders”
Program Memory Lock ID	Programs an ID required for Memory Lock reception.	p.91 “Programming a Memory Lock ID”
Select Dial/Push Phone	Selects a line type when you connect the machine to a G3 analog line. **Note** ❒ This function is not available in some areas.	p.92 “Selecting Dial/Push Phone”
G3 Analog Line	Selects whether you connect the machine to a PABX that requires an additional dial number or to the telephone network.	p.93 “G3 Analog Line”

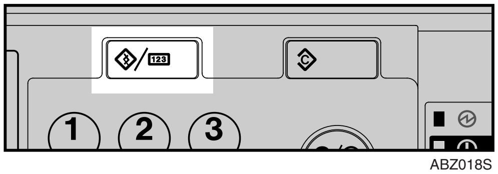
Using Key Operator Settings

Counters

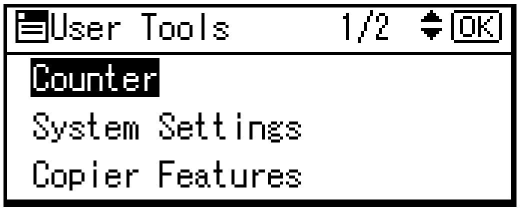
This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
  Total number of transmitted pages
- Receptions:
  Total number of received pages

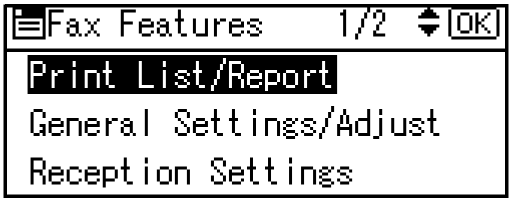
1 Press the【User Tools/Counter】key.



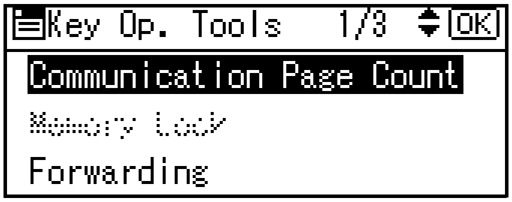
2 Select [Fax Features] using【▲】or【▼】, and then press the【OK】key.


User Tools 1/2 ⇕ OK
Counter
System Settings
Copier Features

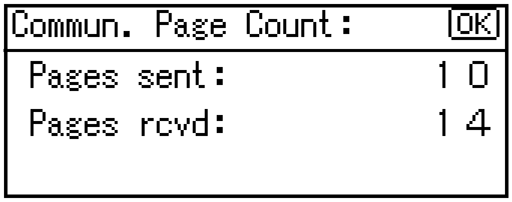
3 Select [Key Operator Tools] using【▲】or【▼】, and then press the【OK】key.


Fax Features 1/2 ⇕ OK
Print List/Report
General Settings/Adjust
Reception Settings

4 Select [Communication Page Count] using【▲】or【▼】, and then press the【OK】key.


Key Op. Tools 1/3 ⇕ OK
Communication Page Count
Memory Lock
Forwarding

5 After checking the display, press the【User Tools/Counter】key.


Commun. Page Count: OK
Pages sent: 10
Pages rcvd: 14

The standby display appears.

Forwarding

This function allows you to have messages printed on the machine, and sent to a specified End Receiver.

This is useful if, for example, you are visiting another office and would like a copy of your messages to be sent to that office.

Preparation

To use this function, set Forwarding under Reception Settings to On (enable). See p.67 "Reception Settings"

Limitation

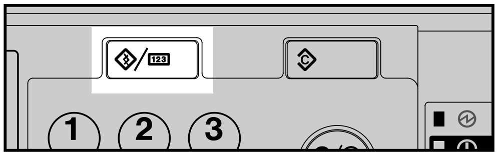
- ☐ The Forwarding function does not forward messages received with Memory Lock.
- ☐ You can select end receivers only from among destinations programmed in the Address Book.

Note

- ❒ An e-mail address can be set as the forwarding destination.
- ❒ If you do not program an End Receiver, the machine performs printing but not forwarding even with the Forwarding function On.
- ❒ You can program one of the User Function keys with operations for this function. You can then switch the function on or off merely by pressing the User Function key.
- ❒ If you want to change End Receivers separately according to senders, specify End Receivers for each special sender in “Special Senders to Treat Differently”. You can program one receiver per Special Sender. Received messages from unspecified senders will be forwarded to the End Receiver specified here. See p.84 “Special Senders to Treat Differently”.
- ❒ One receiver only can be specified using this function. For multiple receivers, use Group Dial.
- ❒ You can specify whether or not to print forwarded messages. See p.76 “User Parameters” (switch 11, bit 6).
- ❒ Deleting a destination specified as an end receiver from the Address Book causes the settings for the end receiver to be deleted. If this is the case, reprogram the end receiver. If the destination has been changed, a message is transmitted to the new destination.

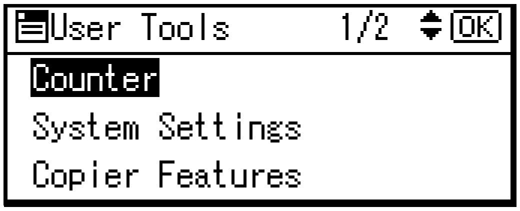
Programming an End Receiver

1 **Press the 【User Tools/Counter】 key.**

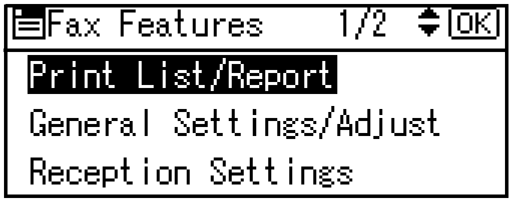


ABZ018S

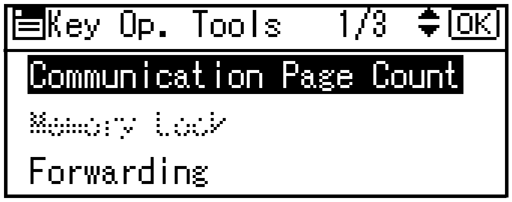
2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**


User Tools 1/2 OK
Counter
System Settings
Copier Features

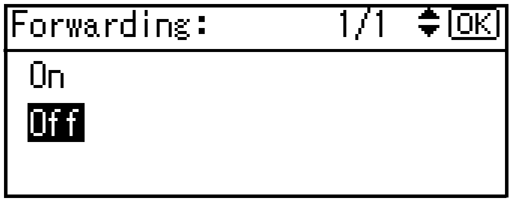
3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Fax Features 1/2 OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [Forwarding] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Key Op. Tools 1/3 OK
Communication Page Count
Memory Lock
Forwarding

5 **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Forwarding: 1/1 OK
On
Off

Note

- ❒ If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press the 【**Clear/Stop**】 key and proceed to step **6**.
- ❒ To cancel Forwarding, press the 【**Cancel**】 key and proceed to step **7**.

6 **Specify an End Receiver using the Quick Dial key or searching by the destination list, and then press the 【OK】 key.**

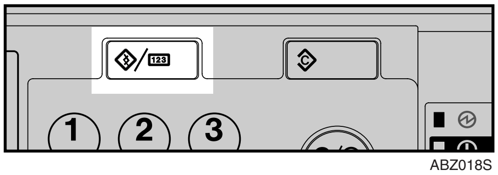
See p.32 "Searching for a Destination", *Facsimile Reference <Basic Features>*.

7 **Press the 【User Tools/Counter】 key.**

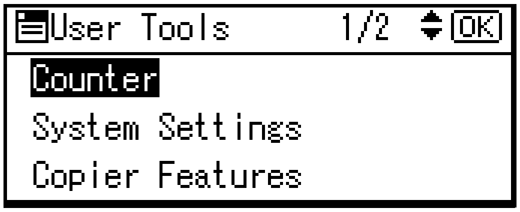
The standby display appears.

Quitting the forwarding function

1 **Press the 【User Tools/Counter】 key.**

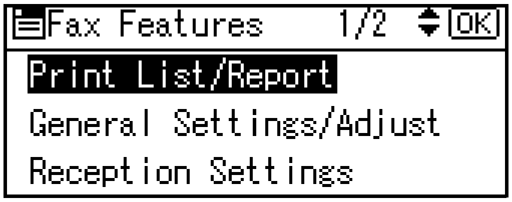


2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



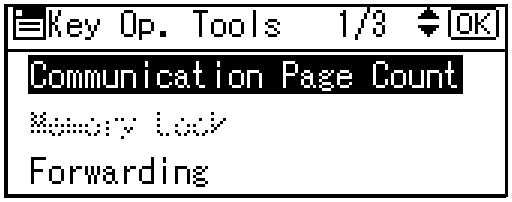
```
User Tools        1/2 ⇕ OK
 Counter
 System Settings
 Copier Features
```

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



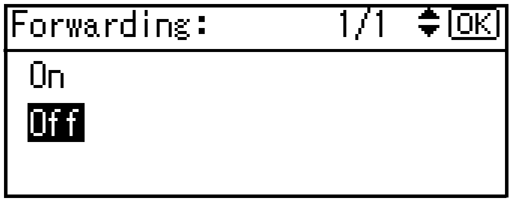
```
Fax Features      1/2 ⇕ OK
 Print List/Report
 General Settings/Adjust
 Reception Settings
```

4 **Select [Forwarding] using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Key Op. Tools     1/3 ⇕ OK
 Communication Page Count
 Memory Lock
 Forwarding
```

5 **Select [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.**



```
Forwarding:       1/1 ⇕ OK
 On
 Off
```

6 **Press the 【User Tools/Counter】 key.**

The standby display appears.

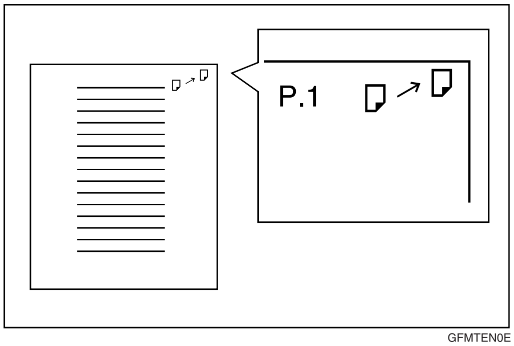
Forwarding Mark

You can print a Forwarding Mark on the receiver's messages that have been forwarded.

The receiver can distinguish between forwarded messages and usual receptions.

Note

- ❒ You can specify whether or not to print a Forwarding Mark in the User Parameters. See p.76 "User Parameters" (switch 02, bit 0).



Memory Lock

When you switch Memory Lock on, received messages are stored in memory and not printed automatically. When a message is received in the Memory Lock mode, the Receive File indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents unauthorized users from seeing the message.

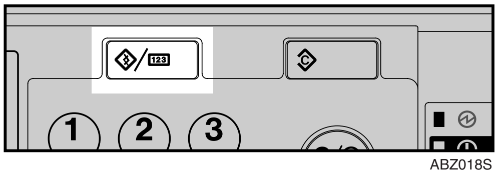
Preparation

To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on. See p.91 “Programming a Memory Lock ID”.

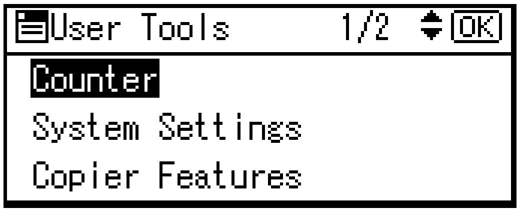
Note

- ❒ To store incoming documents from Special Senders only in Memory Lock, program each sender with “Special Senders to Treat Differently”. See p.84 “Special Senders to Treat Differently”.

1 **Press the 【User Tools/Counter】 key.**



2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



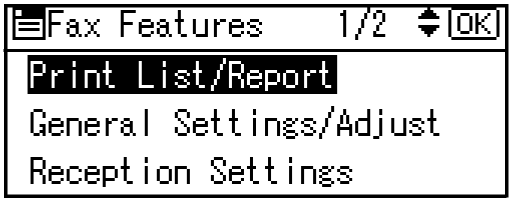
User Tools 1/2 ⬍ OK

Counter

System Settings

Copier Features

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



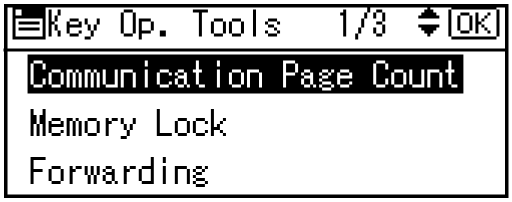
Fax Features 1/2 ⬍ OK

Print List/Report

General Settings/Adjust

Reception Settings

4 **Select [Memory Lock] using 【▲】 or 【▼】, and then press the 【OK】 key.**



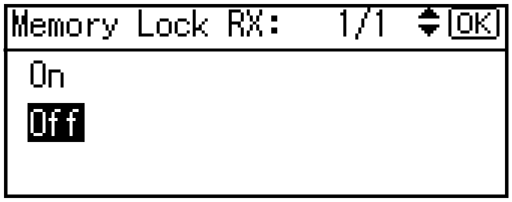
Key Op. Tools 1/3 ⬍ OK

Communication Page Count

Memory Lock

Forwarding

5 **Select [On] or [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.**



Memory Lock RX: 1/1 ⬍ OK

On

Off

Note

- ❒ To cancel this setting, press the 【Cancel】 key. The display returns to that of step 4.

6 **Press the 【User Tools/Counter】 key.**

The standby display appears.

User Parameters

User Parameters allow you to customize various settings to suit your needs.

To change function settings, set the User Parameter Switches.

Preparation

Access to some User Parameter Settings requires other settings be made beforehand.

❖ Switches and Bits

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are "0"or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0"and"1".

Switch 02	**0**	**0**	**1**	**1**	**1**	**0**	**1**	**1**
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

❖ User Parameter List

User Parameter Switches are outlined below.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
03	0	Automatic printing of the Memory Transmission Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	5	Automatic printing of the Immediate Transmission Result Report	Off	On
	7	Automatic printing of the Journal	Off	On
04	7	Include a portion of the image on reports	Off	On

Switch	Bit	Item	0	1
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Substitute the reception when the machine cannot print (because all paper trays have run out of paper, toner is empty, or all paper trays are out of order) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty tray alert (Paper Empty Warning) even when one paper tray is empty	Off	On
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception Type	Receiving from only specified senders	Receiving all messages except those from specified senders
10	1	Combine two originals	Off	On
	3	Page reduction when printing	Off	On
11	2	Detection of Blank Sheet Transmission	Off	On
	6	Local print when forwarding	Off	On
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (On)	When turning on the operation switch (Off)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
	7	System Parameter List Transmission	Off	On
17	2	Whether you need to press **[Add Dest]** after entering a Quick Dial/Group Dial when broadcasting	Not necessary	Necessary
	7	Receive messages by pressing the **【Start】** key when originals are not set.	Off (The machine does not receive messages by pressing the **【Start】** key.)	On (The machine receives messages by pressing the **【Start】** key .)

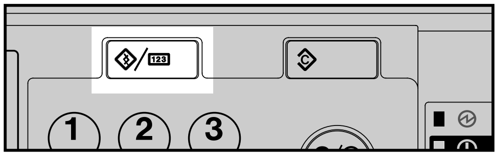
Switch	Bit	Item	0	1
18	0	Print date with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the LAN-Fax Error Report	Off	On
	1	Reprint documents that could not be printed using LAN-Fax Driver	Off	On
	5, 4, 3, 2	Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver when document reprint (switch 20, bit 1) has been set to on. 0000: 0 minute / 0001: 1 minute / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
	7	LAN-Fax error mail notification	Off	On
21	0	Print results of sending Return Receipt Request message	Off	On
	1	Respond to e-mail reception acknowledgment request	Off	On
	4	Transmit Journal by E-mail	Off	On
	6	Not displaying Network Errors	Off	On
	7	Transmit Error Mail Notification	On	Off
32	0	Forwarding Priority Selection for Fax number or e-mail address	Fax number has priority	E-mail address has priority

Changing the User Parameters

Important

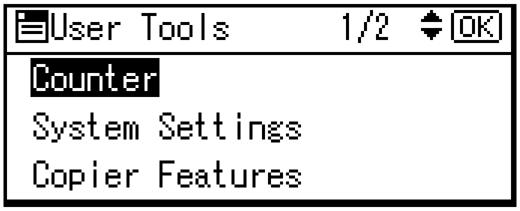
- ❒ We recommend you print and keep a User Parameter list when you program or change a User Parameter. See p.80 "Printing the User Parameter List".
- ❒ Do not change any bit switches other than those shown on the previous pages.

1 Press the 【User Tools/Counter】 key.



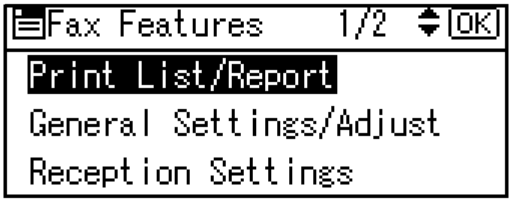
ABZ018S

2 Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.



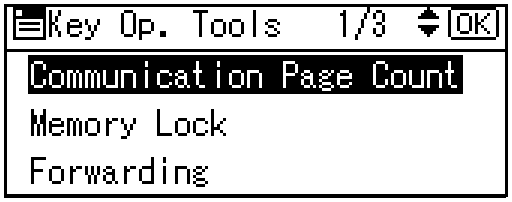
User Tools 1/2 ⬍ OK
Counter
System Settings
Copier Features

3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.



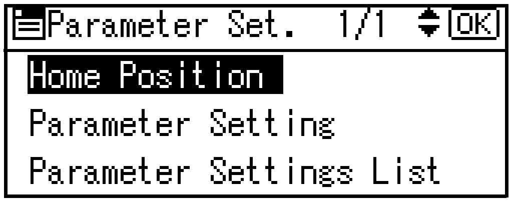
Fax Features 1/2 ⬍ OK
Print List/Report
General Settings/Adjust
Reception Settings

4 Select [Parameter Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.



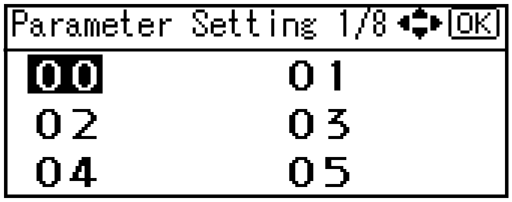
Key Op. Tools 1/3 ⬍ OK
Communication Page Count
Memory Lock
Forwarding

5 Select [Parameter Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.



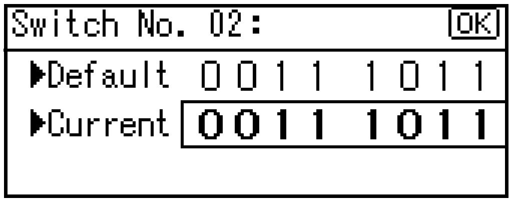
Parameter Set. 1/1 ⬍ OK
Home Position
Parameter Setting
Parameter Settings List

6 Select the switch number you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.



Parameter Setting 1/8 ⬍ OK
00 01
02 03
04 05

7 Select the bit number you want to change.



Switch No. 02: OK
▶Default 0 0 1 1 1 0 1 1
▶Current 0 0 1 1 1 0 1 1

When the bit number is pressed, the current value switches between 1 and 0.

Note

- ❒ Repeat from step 7 to change another bit number for the same switch.

8 Press the 【OK】 key.

Note

- ❒ To cancel these settings, press the 【Cancel】 key. The display returns to that of step 6.

9 Repeat steps 6 and 8 to change the switch settings.

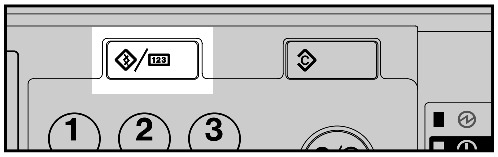
10 After all the settings are finished, press the 【User Tools/Counter】 key.

The standby display appears.

Printing the User Parameter List

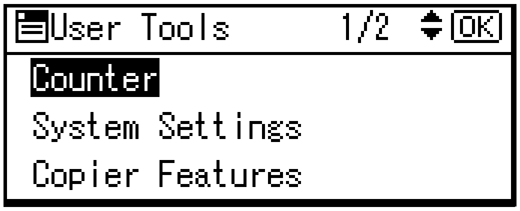
Print this list to see the current User Parameter settings. However, only items of importance or often-used items are included in the list.

1 Press the 【User Tools/Counter】 key.



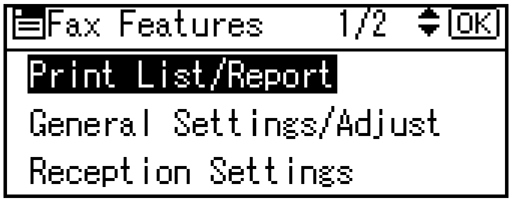
ABZ018S

2 Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.



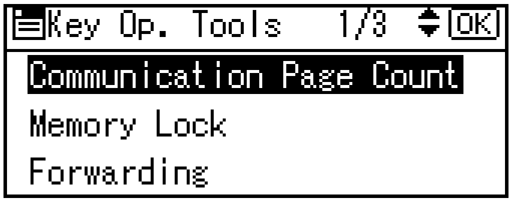
User Tools 1/2 ⬍ OK
Counter
System Settings
Copier Features

3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.



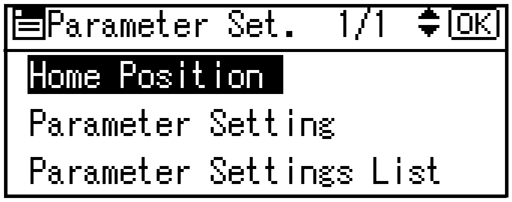
Fax Features 1/2 ⬍ OK
Print List/Report
General Settings/Adjust
Reception Settings

4 Select [Parameter Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.



Key Op. Tools 1/3 ⬍ OK
Communication Page Count
Memory Lock
Forwarding

5 Select [Parameter Settings List] using 【▲】 or 【▼】, and then press the 【OK】 key.

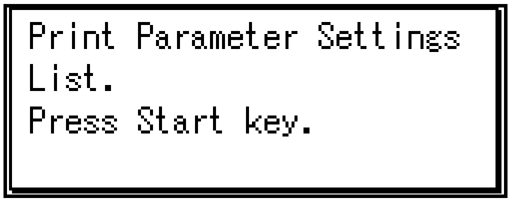


Parameter Set. 1/1 ⬍ OK
Home Position
Parameter Setting
Parameter Settings List

Note

- ❒ To cancel printing a list, press the 【Cancel】 key. The display returns to that of step 4.

6 Press the 【Start】 key.



Print Parameter Settings List.
Press Start key.

Note

- ❒ To cancel printing a list after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step 5.

7 Press the 【User Tools/Counter】 key.

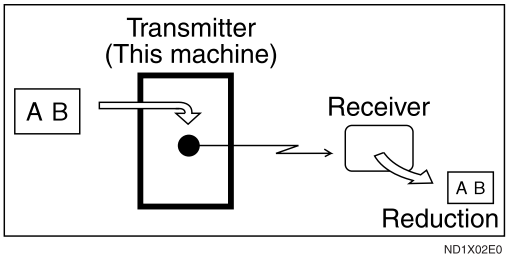
The standby display appears.

Home Position

Items used for transmitting documents can be set as the home positions. When documents are scanned and transmission is completed, items automatically return to their home positions.

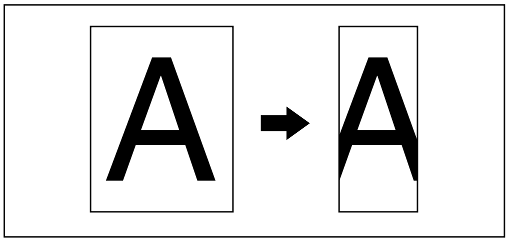
❖ Home Position Setting Functions

- Image Density
  Allows one of five image density steps to be set as the home position. See p.25 “Image Density (Contrast)”, *Facsimile Reference <Basic Features>*.
- Resolution
  Allows either Standard, Details, or Fine to be set as the home position. See p.23 “Resolution”, *Facsimile Reference <Basic Features>*.
- Original Type
  Allows either Text or Photo to be set as the home position. See p.24 “Original Type”, *Facsimile Reference <Basic Features>*.
- Home Position
  Enables or disables the home position settings. When Home Position is set to on, the home position settings are enabled and items return to their home positions when scanning and transmission are completed.
- Transmission Mode
  Allows either Immediate Transmission or Memory Transmission to be set as the home position. See p.9 “Transmission Modes”, *Facsimile Reference <Basic Features>*.
- Label Insertion
  Allows the label insertion as the home position to be set to on or off. See p.9 “Label Insertion”.
- Auto Reduce
  Allows the auto reduce as the home position to be set to on or off. When set to on, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



Important

- ❒ If you turn this function off, the scale of the original is maintained and some parts of the image may be lost at the other end.



- Fax Header
  Allows the fax header as the home position to be set to on or off. See p.8 “Fax Header Print”.

❖ Home Position Parameter List

Switch	Bit	Item	0	1
00	3,2,1	Image density 000: Normal density 001: The lightest density 010: The darkest density 101: Lighter density 110: Darker density		
	5,4	Resolution 00: Standard 01: Detail 10: Fine		
01	1,0	Original type 00: Text 01: Photo		
	7	Home positioning	Off	On
02	1	Transmission mode	Memory transmission	Immediate transmission
	2	Label insertion	Off	On
	4	Auto Reduce	Off	On
	6,5	Fax header 00: OFF 01: ON		

Changing the Home Position

Note

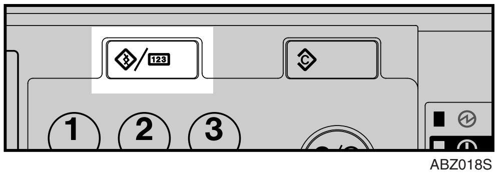
- ❒ For details about setting parameters, see p.76 "User Parameters".

Follow the procedure below to set the home position parameters.

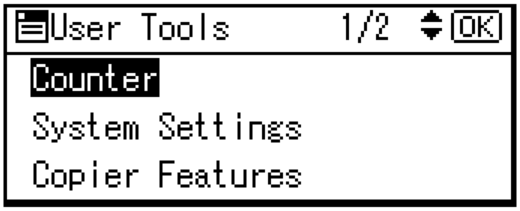
Important

- ❒ Do not change any bit switches other than those shown in the above table.

1 **Press the 【User Tools/Counter】 key.**

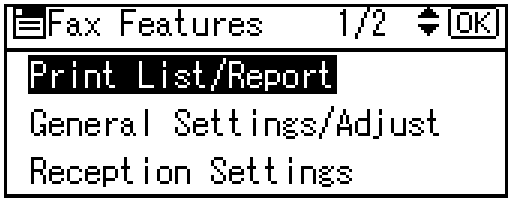


2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



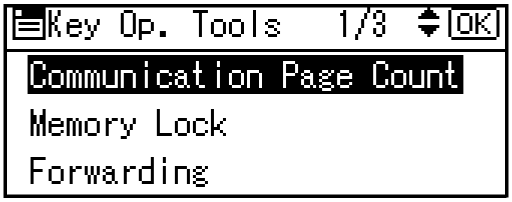
User Tools 1/2 OK
Counter
System Settings
Copier Features

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



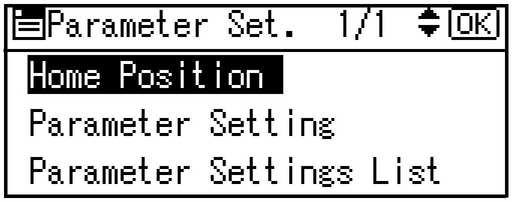
Fax Features 1/2 OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [Parameter Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.**



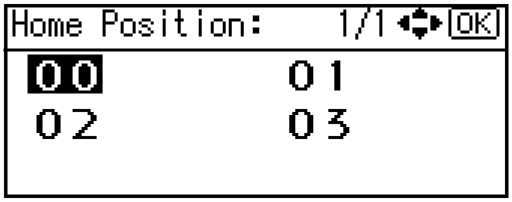
Key Op. Tools 1/3 OK
Communication Page Count
Memory Lock
Forwarding

5 **Select [Home Position] using 【▲】 or 【▼】, and then press the 【OK】 key.**



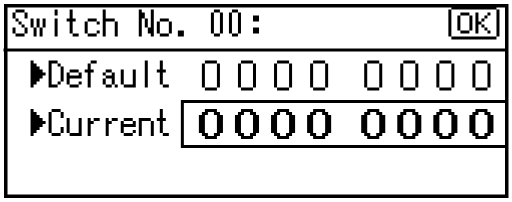
Parameter Set. 1/1 OK
Home Position
Parameter Setting
Parameter Settings List

6 **Select the switch number you want to change using the scroll keys, and then press the 【OK】 key.**



Home Position: 1/1 OK
00 01
02 03

7 **Select the bit number you want to change.**



Switch No. 00: OK
Default 0000 0000
Current 0000 0000

When you press the bit number, the value switches between 1 and 0.

Note

- ❒ Repeat from step **7** to change another bit number for the same switch.

8 **Press the 【OK】 key.**

To cancel these settings, press the 【Cancel】 key. The display returns to that of step **6**.

9 **Repeat steps 6 to 8 to change the switch settings.**

10 **When all the settings are made, press the 【User Tools/Counter】 key.**

The standby display appears.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following function for each receiver:

- Authorized Reception
- Forwarding
- Memory Lock

Use the Own Name or Own Fax Number to program your receivers. If the receiver has a machine of the same manufacturer, program an Own Name that has already been programmed as a receiver. If the machine is not of the same manufacturer, use Own Fax Number. You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

- Special Senders (Up to 30). A maximum of 24 characters for each name.
- Full/ Partial agreement
  When you program own names and facsimile names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

❖ Using a Full Agreement

Destination to be programmed (Own Name)	**Number of programmed identifications**
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ Using a Partial Agreement

Destination to be programmed (Own Name)	**Number of programmed identifications**
BRANCH	1

Note

❒ You can program up to 30 wild cards.

❒ Spaces are ignored when identifications are compared.

❒ You can use wild cards for the following functions:

- See p.86 “Programming/ Changing Special Senders”.
- See p.87 “Authorized RX (Authorized Reception)”.
- See p.87 “Forwarding”.
- See p.88 “Memory Lock”

Limitation

❒ You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.

Note

❒ You can program up to 24 characters for the sender.

❒ You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list. See p.19 “Printing the Journal”. See p.90 “Printing the Special Sender List”.

❒ If you set "Authorized Reception" to "Off” for the Special Sender function in “Initial Set Up”, the settings will be the same as the Reception Settings. See p.67 “Reception Settings”.

❒ You cannot use the following functions with Internet Fax receptions.

- Authorized Reception
- Memory Lock

❒ To use the Forwarding, with Internet Fax receptions, program the e-mail address of the sender.

❒ To search by partial matching, enter the first characters of the E-mail address (up to the 24th) to use as the destination name.

❖ Authorized Reception

Use this function to limit incoming senders. The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and saves wasting fax paper.

Note

❒ To use this function, program the Special Senders function, and then select "On" in "Authorized Reception" with "Reception Settings". See p.67 "Reception Settings". See p.76 "User Parameters" (switch 08, bit 2).

❒ Without programming Special Senders, the Authorized Reception function will not work, even if you select "On".

❒ You can select to receive only from programmed senders or receive only from senders other than those programmed in User Parameters. See p.76 "User Parameters" (switch 08, bit 2).

❒ You can change Special Senders in the same way as you program them.

❖ Forwarding

Use this function to print received messages, and then transfer them to those receivers programmed beforehand.
It is also possible to forward faxes sent only by senders programmed as Special Senders.

Note

❒ If the special sender setting is incorrect, Memory Transmission will not be made, even though "Forwarding" appears on the standby display.

❒ To use this function, program your Special Senders, and then select "On" for "Forwarding" in "Reception Settings". See p.67 "Reception Settings".

❒ If you specify "On" in "Forwarding" and select **[Same as Basic Settings]**, the fax message will be forwarded to the other ends programmed in "Specify End Receiver". See p.72 "Forwarding".

❒ If you do not program any Special Senders, the machine transfers all incoming documents to the other end specified in "Specify End Receiver".

❒ You can program e-mail address as the receiver.

❖ Memory Lock

Use this function to store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents.
If you do not program any senders, the machine receives fax message from all senders using Memory Lock reception.

Reference

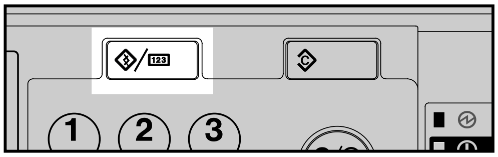
p.91 “Programming a Memory Lock ID”

Limitation

❒ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

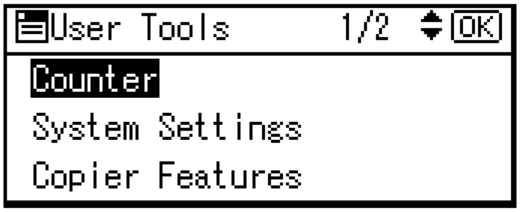
Programming/ Changing Special Senders

1 **Press the 【User Tools/Counter】 key.**



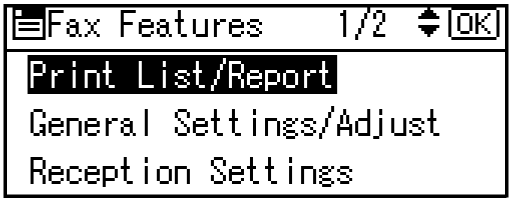
ABZ018S

2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



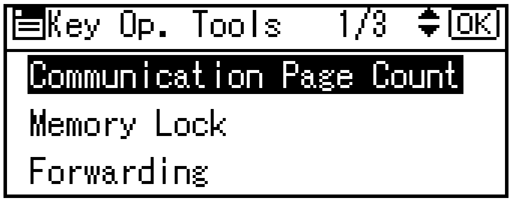
User Tools 1/2 OK
Counter
System Settings
Copier Features

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



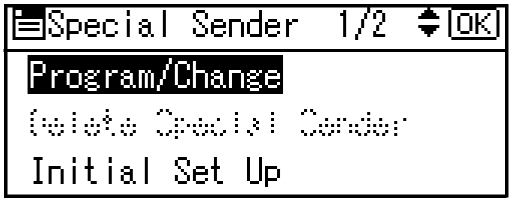
Fax Features 1/2 OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [Program Special Sender] using 【▲】 or 【▼】, and then press the 【OK】 key.**



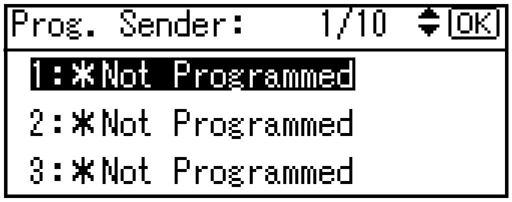
Key Op. Tools 1/3 OK
Communication Page Count
Memory Lock
Forwarding

5 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Special Sender 1/2 OK
Program/Change
Delete Special Sender
Initial Set Up

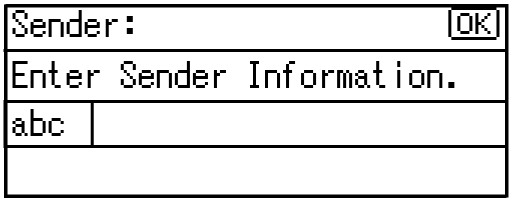
6 **Select the destination to program or change using 【▲】 or 【▼】, and then press the 【OK】 key.**



Prog. Sender: 1/10 OK
1:*Not Programmed
2:*Not Programmed
3:*Not Programmed

When programming a new Special Sender, select **[* Not programmed]** using 【▲】 or 【▼】, and then press the 【OK】 key.

7 **Enter a destination name and then press the 【OK】 key.**



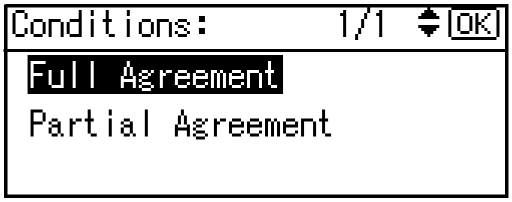
Sender: OK
Enter Sender Information.
abc

Enter a destination name using Own Name or Own Fax Number.

Reference

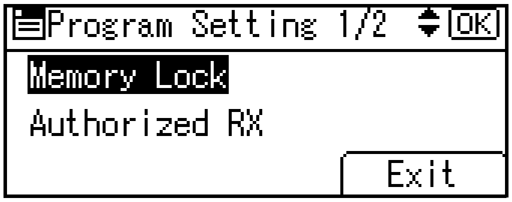
“Entering Text”, *General Settings Guide*

8 **Select [Full Agreement] or [Partial Agreement] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Conditions: 1/1 OK
Full Agreement
Partial Agreement

9 **Select the item you want to program using 【▲】 or 【▼】, and then press the 【OK】 key.**



Program Setting 1/2 OK

Memory Lock

Authorized RX

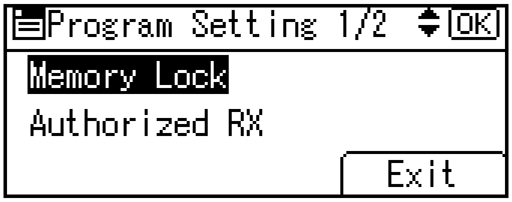
Exit

Note

- ❒ You must select only the item you want to program.
- ❒ To cancel these settings, press the 【Cancel】 key. The display returns to that of step **5**.

Authorized RX (Authorized Reception)

❶ **Select [Authorized RX] using 【▲】 or 【▼】, and then press the 【OK】 key.**



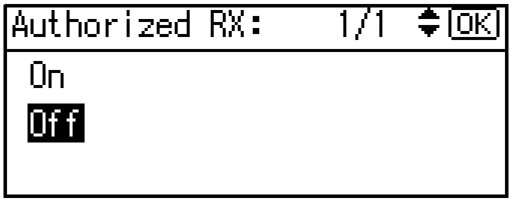
Program Setting 1/2 OK

Memory Lock

Authorized RX

Exit

❷ **Select [On] or [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.**



Authorized RX: 1/1 OK

On

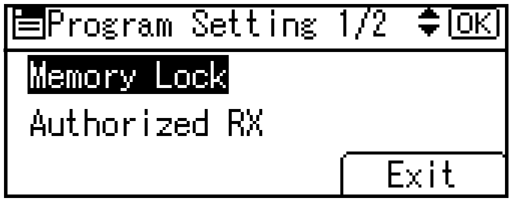
Off

Note

- ❒ After you perform step **10**, set "Authorized Reception" of “Reception Settings” to "On". See p.67 “Reception Settings”.

Forwarding

❶ **Select [Forwarding] using 【▲】 or 【▼】, and then press the 【OK】 key.**



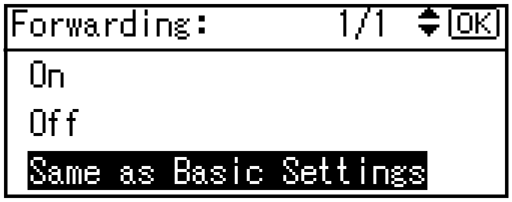
Program Setting 1/2 OK

Memory Lock

Authorized RX

Exit

❷ **Select [On] or [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.**



Forwarding: 1/1 OK

On

Off

Same as Basic Settings

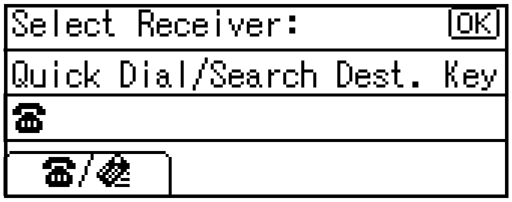
If you select **[Off]**, proceed to step **10**.

Note

- ❒ Selecting **[Same as Basic Settings]** will result in the same setting made for “Forwarding” under “Key Operator Tools”. See p.72 “Forwarding”.

❸ **Specify an End Receiver.**

Use the Quick Dial key or the 【Search Destination】 key to specify an End Receiver.

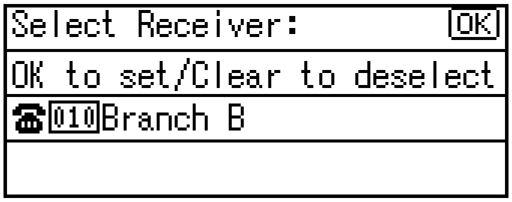


Select Receiver: OK

Quick Dial/Search Dest. Key

☎

❹ **Press the 【OK】 key.**


Select Receiver: OK
OK to set/Clear to deselect
☎010 Branch B

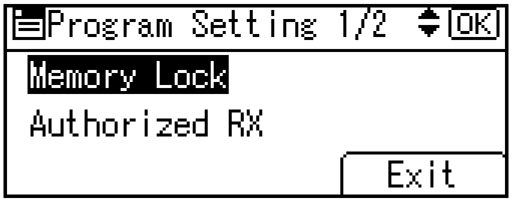
The display returns to that of Step **9**.

Note

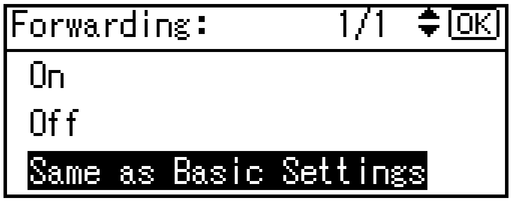
- ❒ After you perform step **10**, set "Forwarding" of "Reception Settings" to "On". See p.67 "Reception Settings".

Memory Lock

❶ **Select [Memory Lock] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Program Setting 1/2 ⇕ OK
Memory Lock
Authorized RX
Exit

❷ **Select [On] or [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.**


Forwarding: 1/1 ⇕ OK
On
Off
Same as Basic Settings

The display returns to that of Step **9**.

Note

- ❒ Selecting **[Same as Basic Settings]** will result in the same setting made for "Program Memory Lock ID" under "Key Operator Tools". See p.75 "Memory Lock".

10 **Press [Exit].**

A Special Sender has been programmed.

Note

- ❒ To program another sender, repeat the procedure from step **5**.

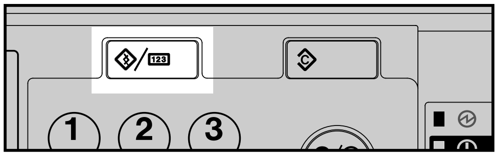
11 **Press the 【User Tools/Counter】 key.**

The standby display appears.

Deleting a Special Sender

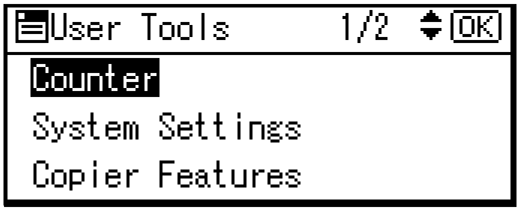
Use this function to program "Initial Set Up" of a Special Sender.

1 **Press the 【User Tools/Counter】 key.**

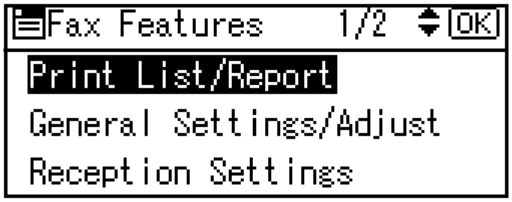


ABZ018S

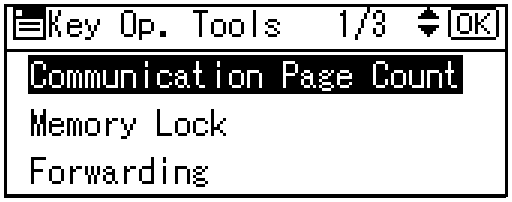
2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**


User Tools 1/2 ⇕ OK
Counter
System Settings
Copier Features

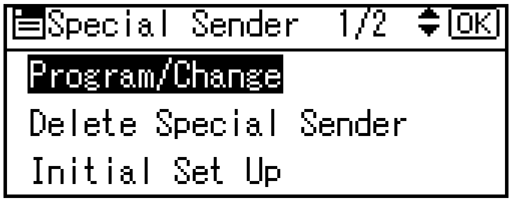
3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**


Fax Features 1/2 ⇕ OK
Print List/Report
General Settings/Adjust
Reception Settings

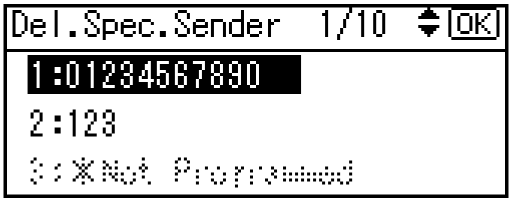
4 Select **[Program Special Sender]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Key Op. Tools 1/3 ⬍ OK
Communication Page Count
Memory Lock
Forwarding

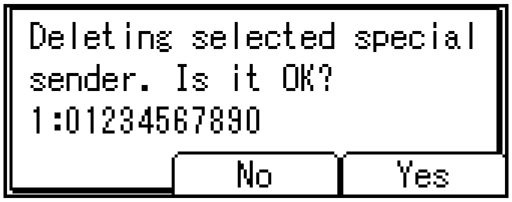
5 Select **[Delete Special Sender]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Special Sender 1/2 ⬍ OK
Program/Change
Delete Special Sender
Initial Set Up

6 Select the Special Sender you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.


Del.Spec.Sender 1/10 ⬍ OK
1:01234567890
2:123
3:※Not Programmed

7 Press **[Yes]**.


Deleting selected special sender. Is it OK?
1:01234567890
No Yes

Note

- ❒ To cancel deleting a special sender, press **[No]**. The display returns to that of step **6**.

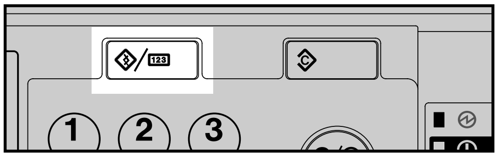
8 Press the 【User Tools/Counter】 key.

The standby display appears.

Programming Initial Set Up of a Special Sender

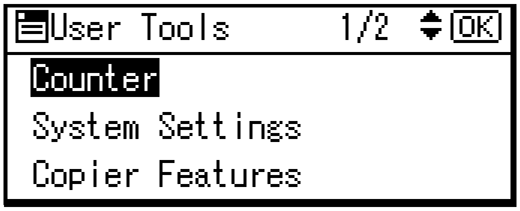
Use this function to program "Initial Set Up" of a Special Sender.

1 Press the 【User Tools/Counter】 key.

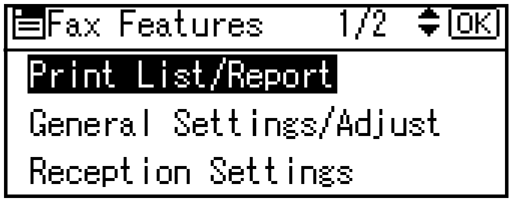


ABZ018S

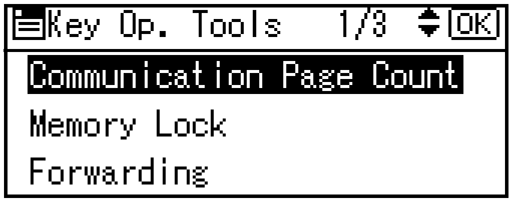
2 Select **[Fax Features]** using 【▲】 or 【▼】, and then press the 【OK】 key.


User Tools 1/2 ⬍ OK
Counter
System Settings
Copier Features

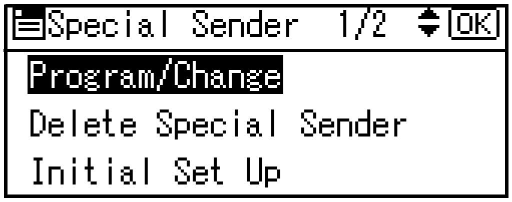
3 Select **[Key Operator Tools]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Fax Features 1/2 ⬍ OK
Print List/Report
General Settings/Adjust
Reception Settings

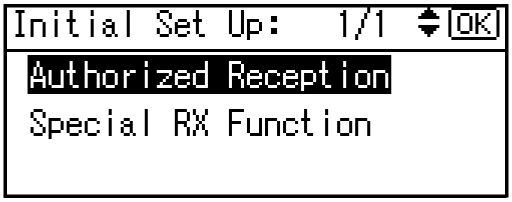
4 Select **[Program Special Sender]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Key Op. Tools 1/3 ⬍ OK
Communication Page Count
Memory Lock
Forwarding

5 Select **[Initial Set Up]** using 【▲】 or 【▼】, and then press the 【OK】 key.


Special Sender 1/2 ⬍ OK
Program/Change
Delete Special Sender
Initial Set Up

6 **Select the function you want to program.**



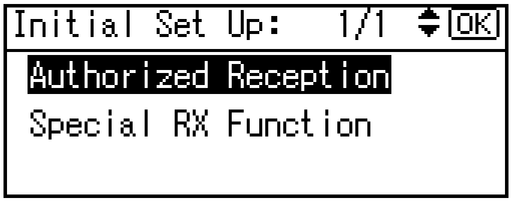
Initial Set Up: 1/1 ⇕ OK
Authorized Reception
Special RX Function

Note

- ❒ In this feature, "Authorized Reception" has the same settings as "Reception Settings". See p.67 "Reception Settings".

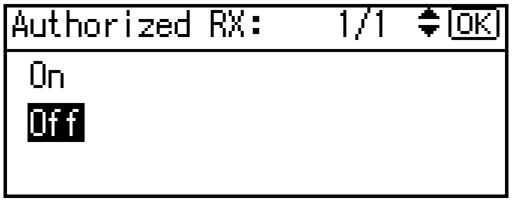
Programming Authorized RX

❶ **Select [Authorized Reception] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Initial Set Up: 1/1 ⇕ OK
Authorized Reception
Special RX Function

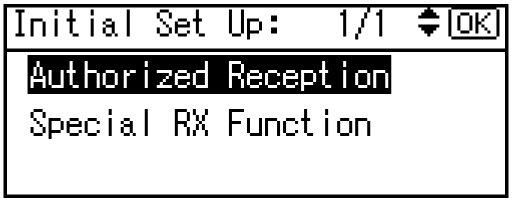
❷ **Select [On] or [Off], and then press the 【OK】 key.**



Authorized RX: 1/1 ⇕ OK
On
Off

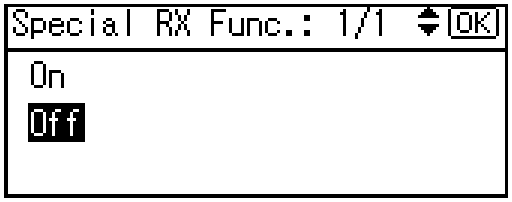
Programming Special RX Function

❶ **Select [Special RX Function] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Initial Set Up: 1/1 ⇕ OK
Authorized Reception
Special RX Function

❷ **Select [On] or [Off], and then press the 【OK】 key.**



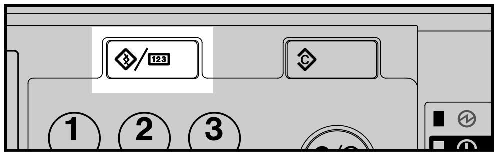
Special RX Func.: 1/1 ⇕ OK
On
Off

7 **Press the 【User Tools/Counter】 key.**

The standby display appears.

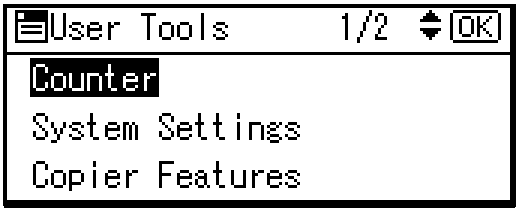
Printing the Special Sender List

1 **Press the 【User Tools/Counter】 key.**



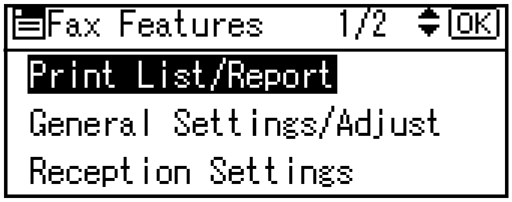
ABZ018S

2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



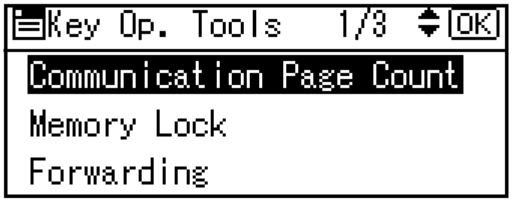
User Tools 1/2 ⇕ OK
Counter
System Settings
Copier Features

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



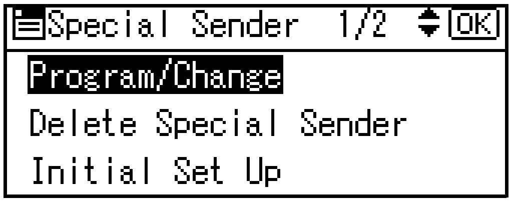
Fax Features 1/2 ⇕ OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [Program Special Sender] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Key Op. Tools 1/3 ⇕ OK
Communication Page Count
Memory Lock
Forwarding

5 **Select [Print Special Sender List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

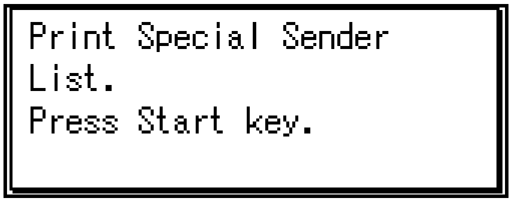


Special Sender 1/2 OK
Program/Change
Delete Special Sender
Initial Set Up

Note

- ❒ To cancel printing, press the 【Cancel】 key. The display returns to that of step **5**.

6 **Press the 【Start】 key.**



Print Special Sender List.
Press Start key.

Note

- ❒ To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step **5**.

7 **Press the 【User Tools/Counter】 key.**

The standby display appears.

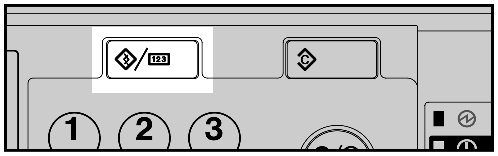
Programming a Memory Lock ID

Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

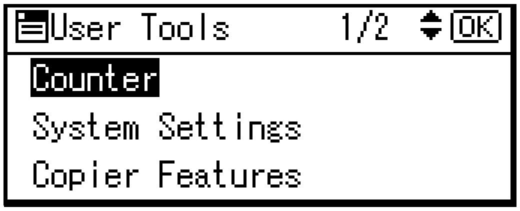
Note

- ❒ A Memory Lock ID can be any four-digit number, except 0000.

1 **Press the 【User Tools/Counter】 key.**

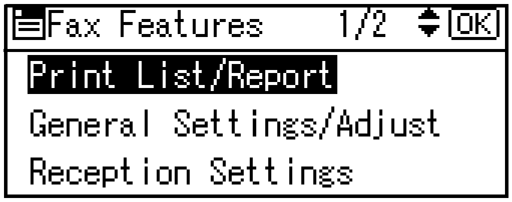


2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



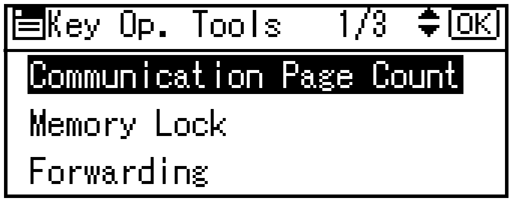
User Tools 1/2 OK
Counter
System Settings
Copier Features

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



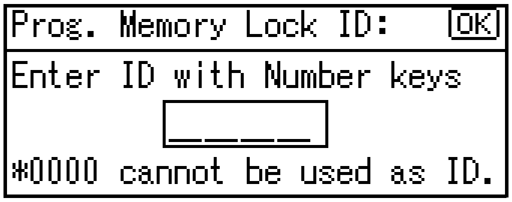
Fax Features 1/2 OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [Program Memory Lock ID] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Key Op. Tools 1/3 OK
Communication Page Count
Memory Lock
Forwarding

5 **Enter an ID using the number keys, and then press the 【OK】 or 【#】 key.**



Prog. Memory Lock ID: OK
Enter ID with Number keys
*0000 cannot be used as ID.

Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key before pressing the 【OK】 key, and then try again.

To cancel programming an ID, press the 【Cancel】 key. The display returns to that of step 4.

6 **Press the 【User Tools/Counter】 key.**

The standby display appears.

Selecting Dial/Push Phone

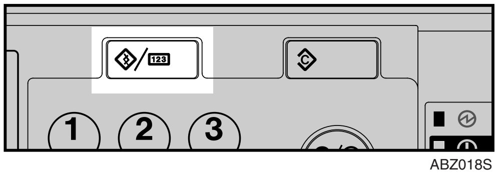
Use this function to select a line type.

Dial and Push lines are available for selection.

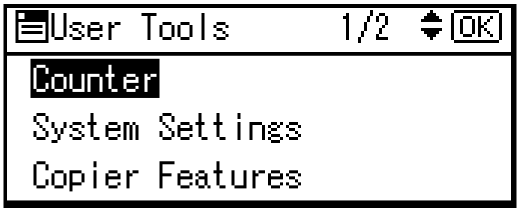
Note

- ❒ This function is not available in some areas.

1 **Press the 【User Tools/Counter】 key.**

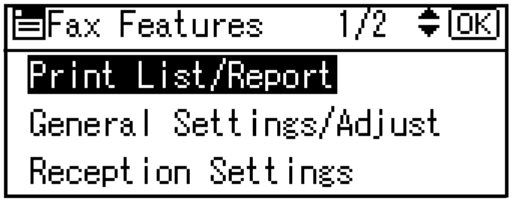


2 **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



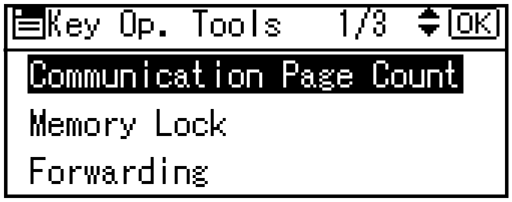
User Tools 1/2 ⬍ OK
Counter
System Settings
Copier Features

3 **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



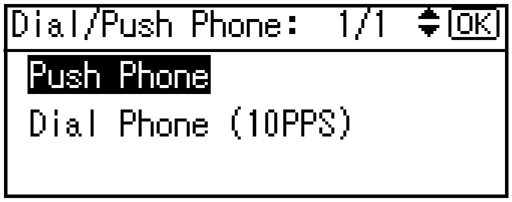
Fax Features 1/2 ⬍ OK
Print List/Report
General Settings/Adjust
Reception Settings

4 **Select [Select Dial/Push Phone] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Key Op. Tools 1/3 ⬍ OK
Communication Page Count
Memory Lock
Forwarding

5 **Select [Push Phone] or [Dial Phone (10PPS)] using 【▲】 or 【▼】, and then press the 【OK】 key.**



Dial/Push Phone: 1/1 ⬍ OK
Push Phone
Dial Phone (10PPS)

The display returns to that of step 4.

Reference

p.99 "Selecting the Line Type"

6 **Press the 【User Tools/Counter】 key.**

The standby display appears.

G3 Analog Line

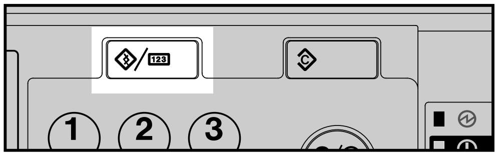
You need to make the following settings for the G3 Analog Line before you connect the machine to a standard G3 analog line.

- When your machine is connected through a PABX, set to Extension. If it is connected directly to the telephone network, set to Outside.
- Outside Access Number
  Use this setting if your machine is connected to a PABX that requires you to dial a certain number such as "0" followed by a pause to connect to the outside line. By programming "0" as the PSTN Access Number, a pause will be inserted automatically after the "0" when dialing.

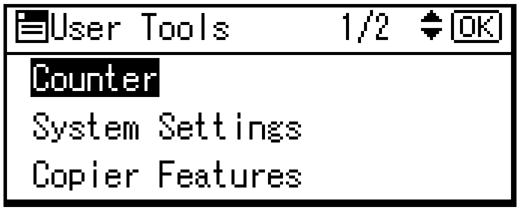
Important

❒ The set Outside Access Number is not used for the dialing using the 【**On Hook**】 key or an external telephone.

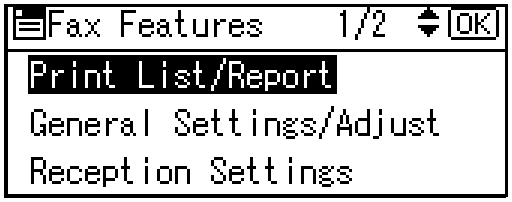
1 Press the 【User Tools/Counter】 key.


1
2
3
ABZ018S

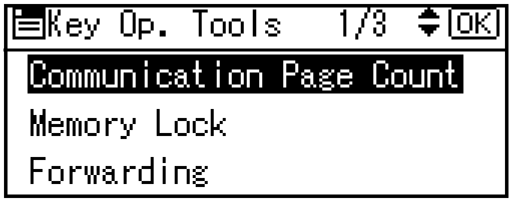
2 Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.


User Tools 1/2 ⇕ OK
Counter
System Settings
Copier Features

3 Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.


Fax Features 1/2 ⇕ OK
Print List/Report
General Settings/Adjust
Reception Settings

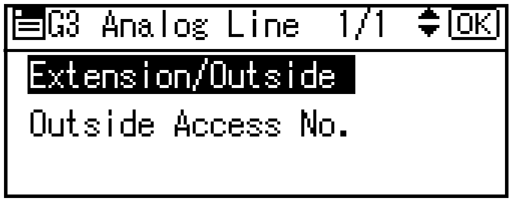
4 Select [G3 Analog Line] using 【▲】 or 【▼】, and then press the 【OK】 key.


Key Op. Tools 1/3 ⇕ OK
Communication Page Count
Memory Lock
Forwarding

5 Select the item you want to program.

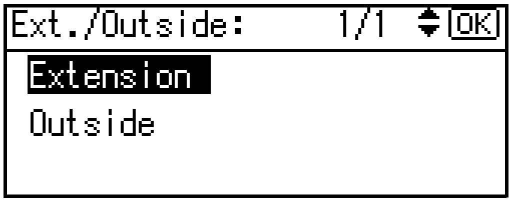
Extension/Outside

① Select [Extension/Outside] using 【▲】 or 【▼】, and then press the 【OK】 key.


G3 Analog Line 1/1 ⇕ OK
Extension/Outside
Outside Access No.

❷ **Select the item using 【▲】 or 【▼】, and then press the 【OK】 key.**

Selectable items differ depending on the machine destination.

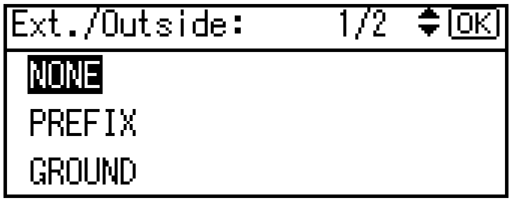


Ext./Outside: 1/1 ⇕ OK

Extension

Outside

or



Ext./Outside: 1/2 ⇕ OK

NONE

PREFIX

GROUND

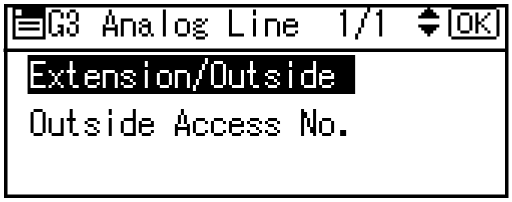
The display returns to that of step ❶.

Note

- ❒ When you select **[Extension]**, or **[PREFIX]**, **[GROUND]** or **[FLASH]**, enter the outside access number.

Outside Access No.

❶ **Select [Outside Access No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

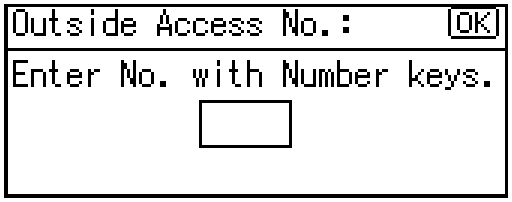


G3 Analog Line 1/1 ⇕ OK

Extension/Outside

Outside Access No.

❷ **Enter the outside access number using the number keys.**



Outside Access No.: OK

Enter No. with Number keys.

Note

- ❒ To cancel the entry, press the **【Clear/Stop】** key.

❸ **Press the 【OK】 key.**

6 Press the 【User Tools/Counter】 key.

The standby display appears.

8. Solving Operation Problems

When An Error Report is Printed

An Error Report is printed if a message cannot be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, resend the original. If an error occurs during reception, ask the sender to resend the message.

Note

- ❒ If an error happens frequently, contact your service representative.
- ❒ The “Page” column gives the total number of pages. The “Page Not Sent” column gives the number of pages not sent or received successfully.

Turning Off the Main Power/In Case of a Power Failure

⚠ ***CAUTION:***

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

Even if the main power switch is turned off, the contents of the machine memory (for example, programmed numbers) will not be lost. However, if power is lost for about one hour because the main power switch is turned off, there is a power cut, or the power cable is removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission/Reception, Memory Lock, or Substitute Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as the power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, resend it. If a message received by Memory Reception, Memory Lock Reception or Substitute Reception was lost, ask the sender to resend it.

Important

❒ Do not turn off the main power switch while the power indicator is lit or blinking. If you do, the hard disk and memory may be damaged and failure could result.

❒ Turn off the main power switch before pulling out the plug. If you pull out the plug with the switch on, the hard disk and memory may be damaged and failure could result.

❒ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently present in memory.

❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Keep the machine plugged in and the main power switch on for about one week after the power loss.

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various settings over the telephone line from the service station.

When an Error Occurs Using Internet Fax

Error Mail Notification

The machine sends the Error Mail Notification to the sender when it is unable to successfully receive a particular e-mail message. A "cc" of this notification is also sent to the key operator's e-mail address when one is specified.

Note

- ❒ You can select to send Error Mail Notification with User Parameters. See p.76 “User Parameters” (switch 21, bit 7).
- ❒ If Error Mail Notification cannot be sent, the Error Report (Mail) is printed by the machine.
- ❒ If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error e-mail to the originator of the message.

Reference

p.97 “Error Report (Mail)”

p.76 “User Parameters”

Error Report (Mail)

The Error Report (Mail) is printed by the machine when it is unable to send an Error Mail Notification.

Server-Generated Error E-mail

The transmitting server sends this error e-mail to the originator of e-mail that cannot be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

Note

- ❒ After a server-generated error e-mail is printed, the first page of the sent document is printed.

Connecting the Machine to a Telephone Line and Telephone

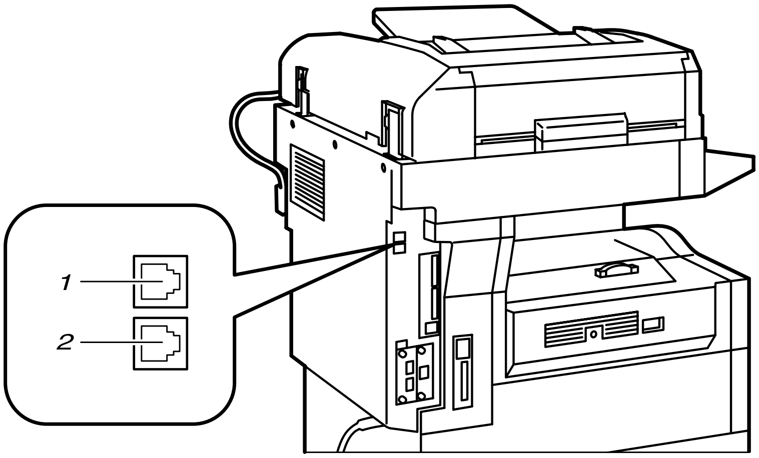
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

❒ Make sure the connector is the correct type before you start.

❖ Where to connect the machine



1. G3 interface unit connector

2. External telephone connector

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Note

❒ This function is not available in some areas.

Select the line type using "Key Operator Settings". See p.92 "Selecting Dial/Push Phone".

Specifications

❖ Fax Transmission and Reception

Standard	G3
Resolution	8×3.85/mm•200×100 dpi (Standard), 8×7.7/mm•200×200 dpi (Detail), 8×15.4/mm•200×400 dpi (Fine)
Transmission time	3 seconds at 33,600 bps, Standard resolution
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard size: A4, $8^1/_2$"×11" Irregular size: 216×1,200 mm
Maximum scanning size	216×1,200 mm/$8^1/_2$"×47"
Print process	Printing on standard paper using a laser
Transmission speed	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system)

❖ Power Consumption [*1]

Low power mode	35 Wh or less
Sleep mode	10 Wh or less
Standby mode	About 75 Wh
Memory Reception	About 77 Wh
Memory Transmission	About 77 Wh
Transmission	About 110 Wh
Reception	About 350 Wh
Maximum power consumption	Less then 900W

[*1] The machine configuration is main unit with the ADF fax unit, printer/scanner unit, and paper tray unit.

❖ Internet Fax Transmission and Reception

Network	LAN : Local Area Network Ethernet/10Base-T, 100Base-TX, IEEE1394 (IP over 1394), IEEE802.11b (wireless LAN)
Transmit function	E-mail
Scan line density	Standard (200 × 100 dpi), Detail (200 × 200 dpi), Fine (200 × 400 dpi) [*1] in full mode
Maximum scanning size	216×1,200 mm/$8^1/_2$"×47"

Communication Protocols	• Transmission SMTP, TCP/IP • Reception POP3, SMTP, IMAP4, TCP/IP, IMAP4
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH, MR, MMR compression)
Authentication method	SMTP-AUTH, POP before SMTP, A-POP, IMAP4-AUTH
Internet communication	Send and receive e-mail with a computer that has an e-mail address
E-mail send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
E-mail receive functions	Automatic detection and printing of appended TIFF-F (MH, MR, MMR) files and ASCII text. Memory reception only.

[*1] Supported for A4 or smaller size document.

Compatible Machines

This machine can communicate with Internet Fax machines that meet the following specification requirements.

Communication protocols	• Transmission SMTP • Reception POP3, SMTP, IMAP4
E-mail format	• Format MIME, Base64 • Content-Type Image/tiff Multipart/mixed **[text/plain, Image/tiff]** (attached file forms)
Data format	• Profile TIFF Profile S • Coding MH, MR [*1], MMR [*1] • Original size A3 [*1], A4, B4 [*1] • Resolution (dpi) 200 × 100/200 × 200 or 204 × 98/204 × 196 or 200 × 400

[*1] Available in full mode, depending on the other party's settings.

9

Acceptable Types of Originals

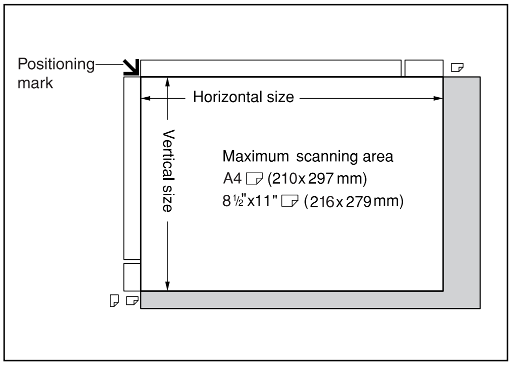
Make sure your originals are completely dry before setting them in the machine. Wet ink or correcting fluid from originals will mark the exposure glass and affect the resulting image.

Acceptable original sizes

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A4 (210×297 mm), $8^{1}/_{2}$"×11" (216×279 mm)	1	----
ADF	Fax transmission: A5 □ to A4 □ (up to 1,200 mm long) $8^{1}/_{2}$"×$5^{1}/_{2}$" □ to $8^{1}/_{2}$"×11"□	30 sheets for ADF (80 g/m^2, 21 lb)	52-105 g/m^2 (14-28 lb)

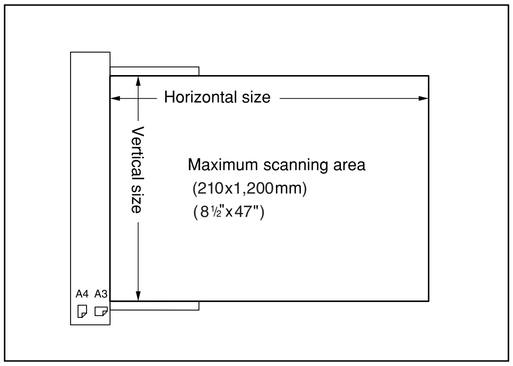
Paper size and scanned area

❖ Exposure Glass


Positioning mark
Horizontal size
Vertical size
Maximum scanning area
A4 □ (210x297 mm)
8½"x11" □ (216x279 mm)

CP01AE1N

❖ ADF


Horizontal size
Vertical size
Maximum scanning area
(210x1,200mm)
(8½"x47")
A4
A3

CP02AEE

Limitation

- ❒ There may be a difference in the size of the image when it is printed at the destination.
- ❒ If you place an original larger than A4, $8^1/_2$"×11" on the exposure glass, only an A4, $8^1/_2$"×11" area is scanned.

Note

- ❒ Even if an original is correctly placed on the exposure glass or in the ADF, a vertical margin of 3 mm (0.1") and a horizontal margin of 2 mm (0.8") may not be sent.

Maximum scan area

The maximum scan area is shown below:

- Memory Transmission: 216×1,200 mm/$8^1/_2$"×47" (W×L) from the ADF
- Immediate Transmission: 216×1,200 mm/$8^1/_2$"×47" (W×L) from the ADF

  Note

  - ❒ During Immediate Transmission, the length of the scanning range can become narrower than 1,200 mm (47"), depending on the character size as well as the settings on the destination machine.
- 210×297 mm/$8^1/_2$"×11" (W×L) (from the exposure glass)

Maximum Values

The following list contains the maximum value for each item.

Note

- ❒ The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

Item	Description
Memory	3 MB
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #4Chart>)	Approx. 160
Total number of all documents	200
The number of pages per file	500
The number of pages for all files	500
The number of destinations you can specify for one file	300
The number of destinations you can specify for all files	300
The number of Quick Dials you can program	16
The number of Group Dials you can program	10
The number of destinations you can program in a group	100
The number of digits for Dials	128
The number of transmission records the machine can store	100

INDEX

A

Address Book, 48
Applications Stored on the CD-ROM, 48
Authorized Reception, 67, 85
Auto Fax Reception Power-up, 39
Automatic Redial, 29
Auto Reduce, 81
Auto run program, 46

B

Basic Transmission, 49
Batch Transmission, 29

C

Canceling a Transmission, 11
Centre Mark, 40, 67
Chain Dial, 23
Checkered Mark, 40, 67
Checking
    Reception Result, 15
    Transmission Result, 14, 29
Combine Two Originals, 41
Communication Information, 11
Compatible Machines, 101
Counters, 72
Cover Sheet
    Attaching, 51
    Creating, 55

D

Detecting Blank Sheet, 27
Dial/Push Phone, 92
Dual Access, 29

E

ECM, 29
Editing
    Address Book, 54
    Fax Cover Sheet, 55
E-mail Options, 7
E-mail Reception, 22
E-mail Settings, 62, 68
E-mail Transfer, 39
End Receiver, 73
Error, Internet Fax, 97
Error Mail Notification, 97
Error Report, 95
Error Report (Mail), 97

F

Facsimile Features, 61
Fax Header Print, 8
Fax Information, Program, 66
Forwarding, 36, 67, 72, 85
Forwarding Mark, 74
Function List, 61

G

G3 Analog Line, 93
General Settings/Adjust, 61, 66

H

Handy Dialing Functions, 23
Home Position, 81

I

Immediate Reception, 33
Installing
    individual applications, 47
    Software, 46
Internet Fax Settings, 68

J

JBIG
    Reception, 39
    Transmission, 30
Journal, 20, 65
Journal by E-mail, 30
Journal by E-mail, Transmitting, 30
Just size printing, 44

K

Key Operator Code, 63
Key Operator Settings, 72
Key Operator Tools, 62
Key Operator Tools List, 71

L

Label Insertion, 9
LAN-Fax
  Cover Sheet Editor, 48
  Driver, 48
  Error Report, 57
  Operation Messages, 57
  Properties, Setting, 48
  Result by E-mail, 57
Line Type
  Selecting, 99

M

Manual Dial, 26
Maximum E-mail Size, 68
Maximum Values, 104
Memory Lock, 75, 85
Memory Lock ID, 91
Memory Reception, 33
More Transmission Functions, 28

O

On Hook Dial, 25
On Hook Release Time, 66
Options, specifying, 52
Originals, 102
original sizes, 102

P

Page Separation and Length Reduction, 42
Paper size, 102
Parallel Memory Transmission, 28
Power Failure, 96
Previewing fax images, 51
Print Completion Beep, 40
Printing
  File, 16
  File Received with Memory Lock, 17
  Journal, 19
  List of Files in Memory, 13
Printing Options, 40
Print List/Report, 61, 65
Print Memory Lock File, 17
Print Reception Time, 67
Print TX Standby File, 16
Print TX Standby File List, 13, 66
Priority trays, 43

Q

Quitting Default Settings, 65

R

RDS (Remote Diagnostic System), 96
Receiving messages, 35
Reception Settings, 61, 67
Reception Time, 41
Redial, 24
Report
  Communication Failure Report, 32
  Memory Storage Report, 31
  Transmission Result Report (Immediate Transmission), 32
  Transmission Result Report (Memory Transmission), 31
Routing E-mail Received via SMTP, 38
RX File Status, 15

S

Scanned Area, 102
Sending Fax Documents from Computers, 45
Send Later, 3
Server-Generated Error E-mail, 97
SMTP reception, 37
SMTP RX File Delivery, 68
Sound Volume, Adjust, 66
Special Sender List, 90
Special Senders, 86
Special Senders to Treat Differently, 84
Specifications, 100
Substitute Reception, 34
Switches and Bits, 76
Switch Reception Mode, 67

T

Telephone Line, 99
Transmission Features, 27
Transmission Mode, 3
TSI Print, 42
Turning Off the Main Power, 96
TX File Status, 14

U

User Function Key, Set, 66
User Parameter List, 76, 80
User Parameters, 76, 79
User Tools, Accessing, 64
User Transmission, 5

W

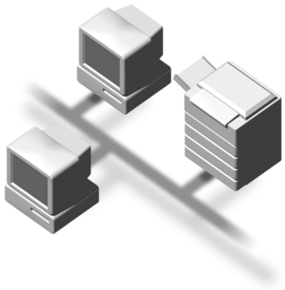
Web Browser, 58

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=112 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 4.480000 mm

Operating Instructions Facsimile Reference <Advanced Features>

Operating Instructions Facsimile Reference <Advanced Featur

Network Guide



1 Functions Available over a Network

2 Connecting the Network Cable to the Network

3 Setting Up the Machine on a Network

4 Windows Configuration

5 Using the Printer Function

6 Using SmartDeviceMonitor for Client

7 Using SmartDeviceMonitor for Admin

8 Configuring the Network Interface Board Using a Web Browser

9 Appendix

For safe and correct use of this machine, please be sure to read the Safety Information in the "Copy Reference" before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Software Version Conventions Used in This Manual

- NetWare 3.x means NetWare 3.12 and 3.2.
- NetWare 4.x means NetWare 4.1, 4.11, 4.2 and IntranetWare.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Apple, AppleTalk, EtherTalk, Macintosh and Mac are registered trademarks of Apple Computer, Inc.

Netscape and Netscape Navigator are registered trademarks of Netscape Communications Corporation.

Novell, NetWare, NDS and NDPS are registered trademarks of Novell, Inc.

PostScript® and Acrobat® are registered trademarks of Adobe Systems, Incorporated.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/Open Company Limited.

Citrix® and MetaFrame® are registered trademarks of Citrix Systems, Inc.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows 95.
- The product name of Windows® 98 is Microsoft® Windows 98.
- The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows™ Server 2003 are as follows:
  Microsoft® Windows™ Server 2003 Standard Edition
  Microsoft® Windows™ Server 2003 Enterprise Edition
  Microsoft® Windows™ Server 2003 Web Edition
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
- RSA Data Security, Inc. MD5 Message-Digest Algorithm
  Copyright© 1991-2, RSA Data Security, Inc. Created 1991. All rights reserved.
  License to copy and use this software is granted provided that it is identified as the “RSA Data Security, Inc. MD5 Message-Digest Algorithm” in all material mentioning or referencing this software or this function.
  License is also granted to make and use derivative works provided that such works are identified as “derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm” in all material mentioning or referencing the derived work.
  RSA Data Security, Inc. makes no representations concerning either the merchantability of this software or the suitability of this software for any particular purpose. It is provided “as is” without express or implied warranty of any kind.
  These notices must be retained in any copies of any part of this documentation and/or software.

Note:

Some illustrations in this manual might be slightly different from the machine.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❒ Three CD-ROMs are provided:

- CD-ROM 1 “Operating Instructions for Printer/Scanner”
- CD-ROM 2 “Scanner Driver & Document Management Utilities”
- CD-ROM 3 “Operating Instructions for General Settings and Facsimile”

❖ **General Settings Guide (PDF file - CD-ROM3)***

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.) and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1) (this manual)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**

Describes operations, functions, and troubleshooting for the machine’s copier function.

❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine’s facsimile function.

❖ **Facsimile Reference <Advanced Features> (PDF file - CD-ROM3)***

Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine’s printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine’s printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine’s scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled “Scanner Driver & Document Management Utilities”.

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled “Scanner Driver & Document Management Utilities”.

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PostScript 3 Supplement (PDF file - CD-ROM1)
- UNIX Supplement (available from an authorized dealer, or as a PDF file on our Web site)

*Europe only

TABLE OF CONTENTS

Manuals for This Machine i
How to Read This Manual 1

1. Functions Available over a Network

Using the Printer 3
Using Fax 4
  Internet Fax 4
  LAN-Fax 5
Network Scanner 6
  E-mail 6
  Network Delivery Scanner 7
  Network TWAIN Scanner 8

2. Connecting the Network Cable to the Network

Confirming the Connection 9
  Connecting to the Ethernet Interface 10
  Connecting to the IEEE 1394 Interface 11
  Using the IEEE 802.11b (Wireless LAN) 11

3. Setting Up the Machine on a Network

User Tools Menu (System Settings) 15
  Printer (LAN-Fax) 15
  Internet Fax 17
  E-mail 20
  Network Delivery Scanner 22
  Network TWAIN Scanner 23
  Network Configuration 25
  Settings You Can Change with User Tools 28

4. Windows Configuration

Configuring TCP/IP 37
  Configuring a Windows 95/98/Me Computer 37
  Configuring a Windows 2000 Computer 37
  Configuring a Windows XP Computer 38
  Configuring a Windows Server 2003 computer 38
  Configuring a Windows NT 4.0 Computer 39
Configuring NetBEUI 40
  Configuring a Windows 95/98/Me Computer 40
  Configuring a Windows 2000 Computer 40
  Configuring a Windows NT 4.0 Computer 41

5. Using the Printer Function

Printing with Windows **47**
Printing with a Windows 2000/XP, Windows Server 2003 or Windows NT 4.0 Print Server ... 47
Printing without a Print Server 48
Printing with a Macintosh **51**
Changing to EtherTalk 51
Configuring the Printer 52
Changing the Printer Name 52
Changing the Zone 52
Printing with NetWare **53**
Setting Up as a Print Server 53
Setting Up as a Remote Printer 57
Setting Up a Client Computer 61

6. Using SmartDeviceMonitor for Client

SmartDeviceMonitor for Client **65**

7. Using SmartDeviceMonitor for Admin

SmartDeviceMonitor for Admin **69**
Changing the Network Interface Board Configuration 71
Displaying Machine Status 71
Locking the Control Panel Menu 72
Selecting the Paper Type 72
Managing User Information 73
Loading Fax Journal 73
Managing Address Information 74
Configuring Energy Saver Mode 74

8. Configuring the Network Interface Board Using a Web Browser

Going to the Top Page **76**
Types of Menu Configuration and Mode **77**
Verifying the Network Interface Board Settings **79**
Configuring the Network Interface Board Settings **80**
Using Help on the Web Browser **81**
Downloading Help 81

9. Appendix

Remote Maintenance by telnet **83**
Using telnet 83
Commands List 84
Using DHCP **99**
Using AutoNet 100
SNMP **101**
Error Messages on the Display **102**
Messages without Code Numbers 102
Messages with Code Numbers 103

Understanding Displayed Information 105
Print Job Information 105
Print Log Information 105
Machine Status and Configuration 106
Configuring the Network Interface Board 109
Message List 113
System Log Information 113
When Using Windows Terminal Service/MetaFrame 120
Operating Environment 120
Supported Printer Drivers 120
Limitation 120
Precautions 122
Connecting a Dial-Up Router to a Network 122
NetWare Printing 123
When Using IPP with SmartDeviceMonitor for Client 124
When the IEEE 80211.b interface unit (optional) Is Installed 125
Specifications 126

INDEX 127

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury, or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates prior knowledge or preparation is required before operation.

Note

This symbol indicates precautions for operation, or actions to take after mal-operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display.

[ ]

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

【 】

Keys on the computer's keyboard.

Names of Major Components and Software

The following software products are referred to using a general name:

- DeskTopBinder V2 Lite and DeskTopBinder V2 professional→ DeskTopBinder V2 Lite/professional
- ScanRouter V2 Lite and ScanRouter V2 professional (optional)→ ScanRouter V2 Lite/professional

1. Functions Available over a Network

This machine provides printer, LAN-Fax, Internet Fax, and scanner functions over a network.

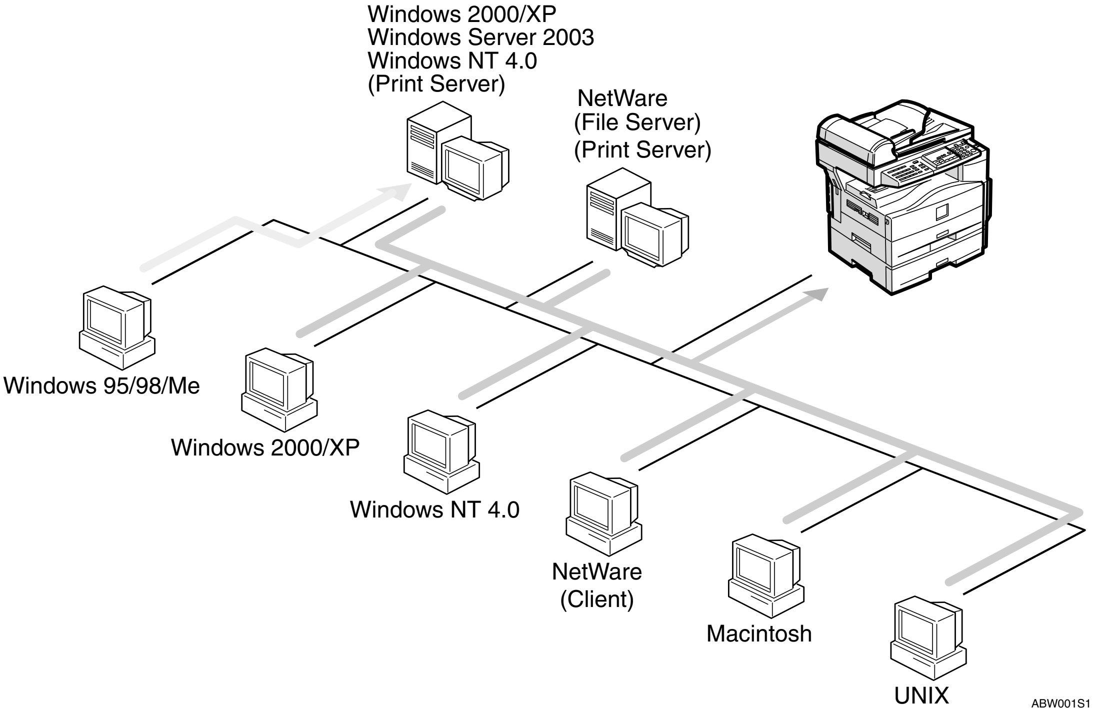
Using the Printer

The network interface board is compatible with NetWare [*1] (IPX/SPX, TCP/IP), Windows NT 4.0 (TCP/IP, NetBEUI [*2], IPP [*3]), Windows 2000 (TCP/IP, NetBEUI [*2], IPP [*3]), Windows XP (TCP/IP, IPP [*3]), Windows Server 2003 (TCP/IP, IPP [*3]), Windows 95/98/Me (TCP/IP, NetBEUI [*2], IPP [*3]), UNIX (TCP/IP), and Macintosh (AppleTalk) protocols. This allows you to operate the machine in a network that uses different protocols and operating systems.

[*1] If the optional 802.11b interface unit is installed, you can use only infrastructure mode.

[*2] For NetBEUI, use the SmartDeviceMonitor for Client port.

[*3] IPP (Internet Printing Protocol) is a protocol for printing via the Internet.


Windows 2000/XP
Windows Server 2003
Windows NT 4.0
(Print Server)
NetWare
(File Server)
(Print Server)
Windows 95/98/Me
Windows 2000/XP
Windows NT 4.0
NetWare
(Client)
Macintosh
UNIX
ABW001S1

Reference

For details about what settings to make, see p.15 “Setting Up the Machine on a Network”.

For details about using this function, see p.43 “Using the Printer Function”.

Using Fax

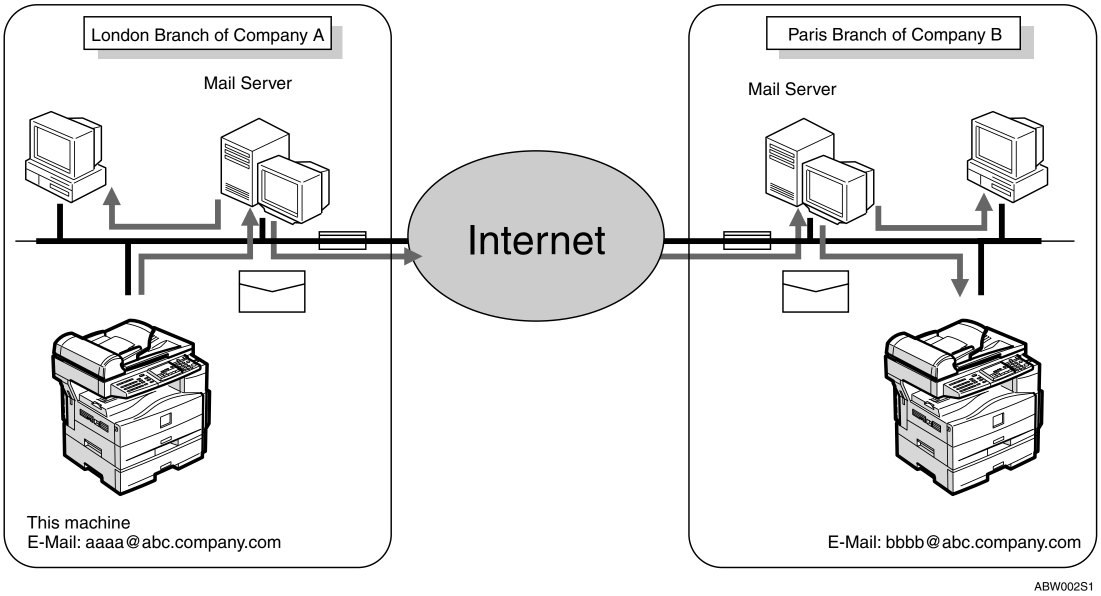
Internet Fax

This machine converts scanned document images to e-mail format and transmits the data over the Internet.

Specify the e-mail address instead of the fax number, and then send the document.

E-mail can be received on a fax machine that supports Internet Fax, or on a computer that can receive normal e-mail.

You can also receive e-mails or Internet faxes, and then print or forward them.


London Branch of Company A
Mail Server
This machine
E-Mail: aaaa@abc.company.com
Internet
Paris Branch of Company B
Mail Server
E-Mail: bbbb@abc.company.com
ABW002S1

For details about what settings to make, see p.15 "Setting Up the Machine on a Network".

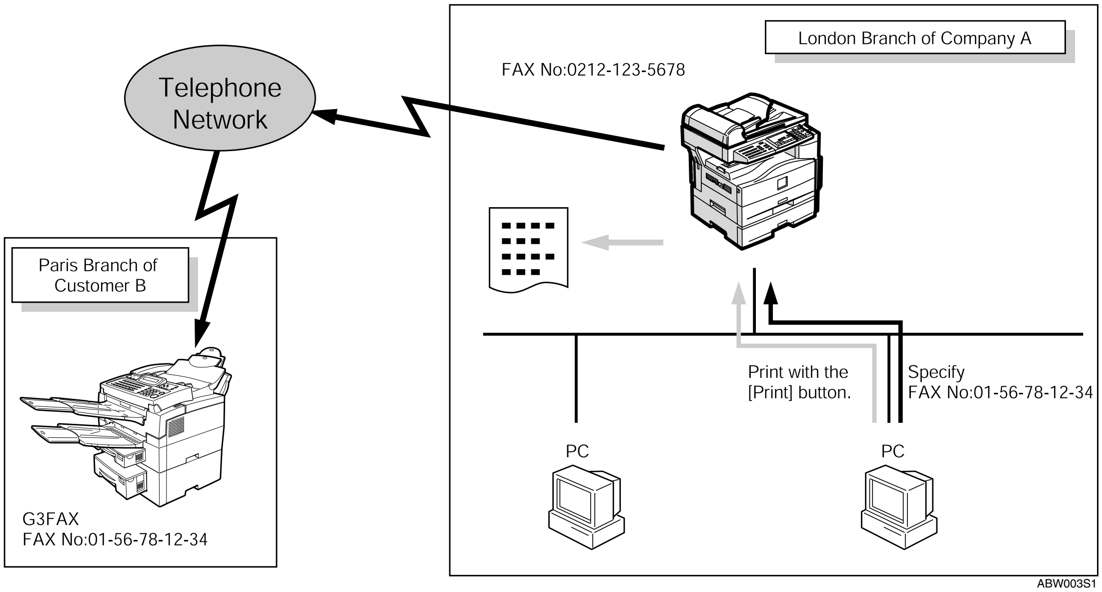
For details about using this function, see "Using Internet Fax Functions", *Facsimile Reference <Basic Features>*.

LAN-Fax

You can fax documents over phone lines from any computer connected to the machine via Ethernet, IEEE 1394 (IP over 1394), or IEEE 802.11b (wireless LAN).

To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.

You can also check the sent image data.


London Branch of Company A
FAX No:0212-123-5678
Telephone Network
Paris Branch of Customer B
Print with the [Print] button.
Specify FAX No:01-56-78-12-34
PC
PC
G3FAX
FAX No:01-56-78-12-34
ABW003S1

Reference

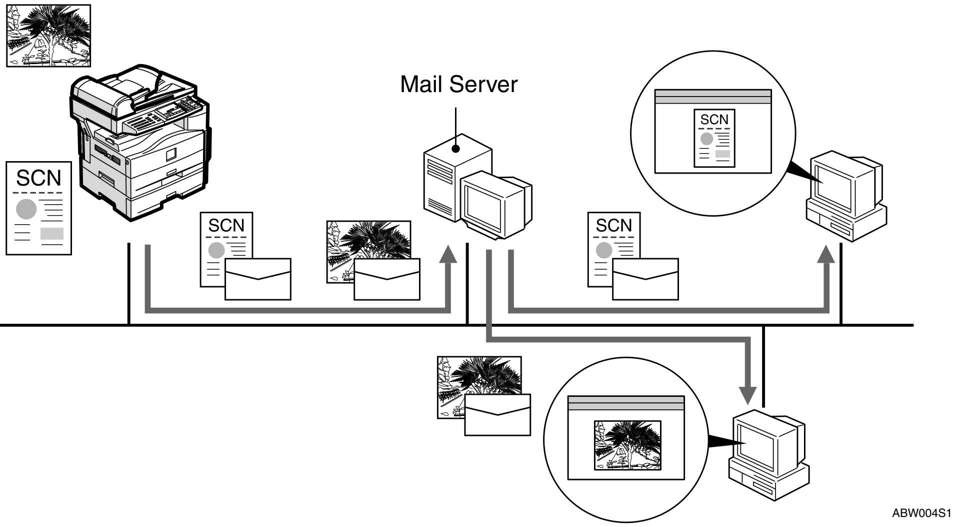
For details about what settings to make, see p.15 “Setting Up the Machine on a Network”.

For details about using this function, see “Sending Fax Documents from Computers”, *Facsimile Reference <Advanced Features>*.

Network Scanner

E-mail

Scan file attached to an e-mail can be sent using the e-mail system through a LAN or the Internet.



Reference

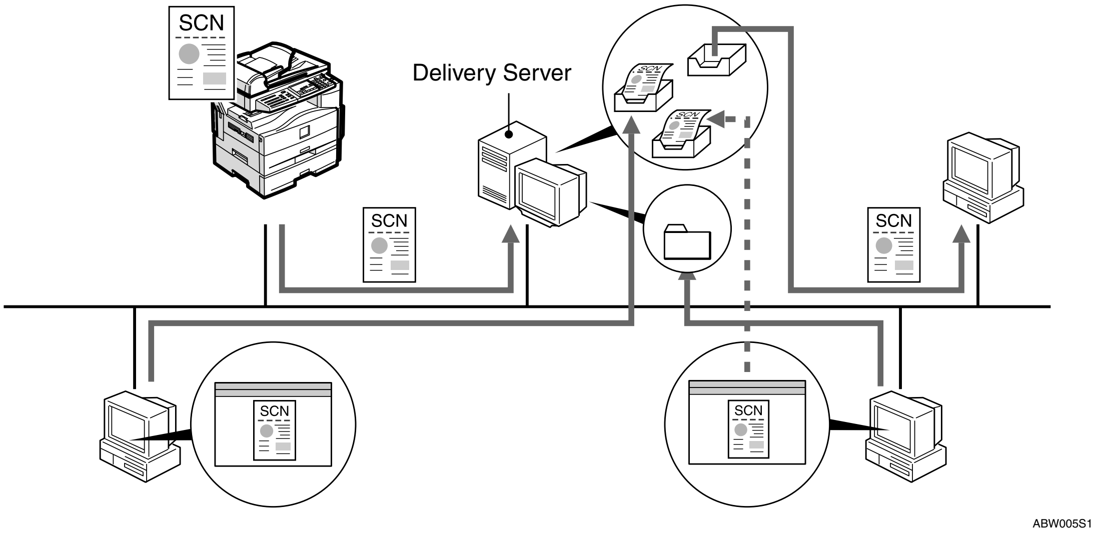
For details about what settings to make, see p.15 “Setting Up the Machine on a Network”.

For details about using this function, see “Sending Scan Files by E-mail”, *Scanner Reference*.

Network Delivery Scanner

You can use the machine as a delivery scanner for ScanRouter V2 Lite / Professional.

Scan file or document received by fax can be stored in the delivery server, or delivered via the network to specified folders on client computers.


SCN
Delivery Server
SCN
SCN
SCN
SCN
SCN
SCN
SCN
ABW005S1

Reference

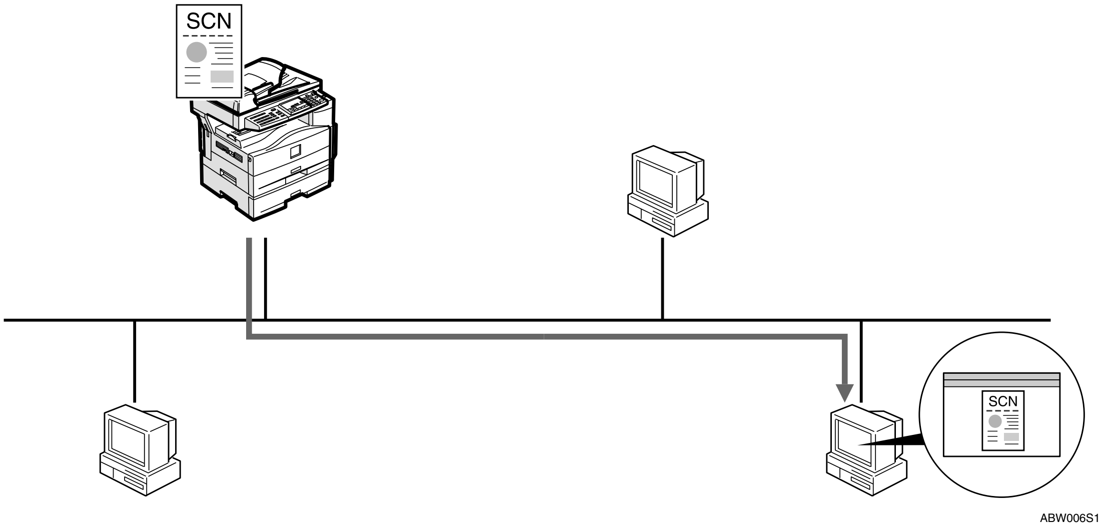
For details about what settings to make, see p.15 "Setting Up the Machine on a Network".

For details about using this function, see "Using the Network Delivery Scanner Function", *Scanner Reference*.

Network TWAIN Scanner

You can use the scanning function of this machine from a computer connected via a network (Ethernet, IEEE 1394(IP over 1394), or IEEE 802.11b (wireless LAN)).

You can scan documents the same way you would if you were using a scanner connected directly to your computer.



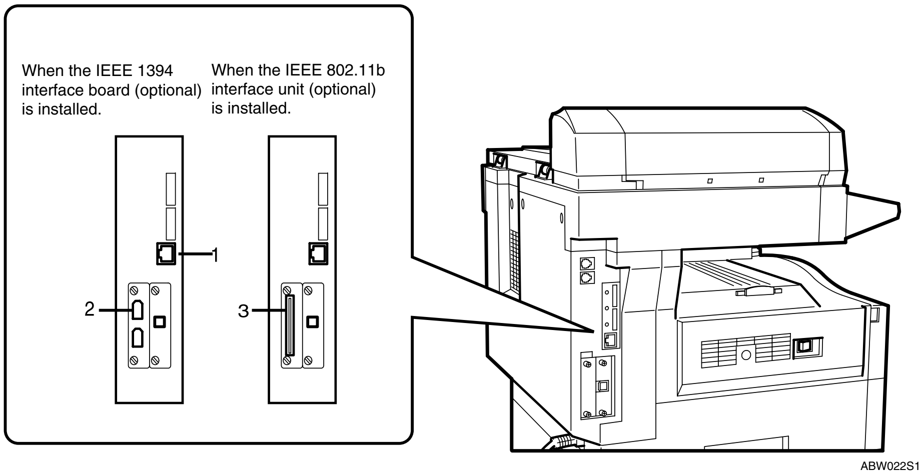
Reference

For details about what settings to make, see p.15 “Setting Up the Machine on a Network”.

For details about using this function, see “Using the Network TWAIN Scanner Function”, *Scanner Reference*.

2. Connecting the Network Cable to the Network

Confirming the Connection


When the IEEE 1394 interface board (optional) is installed.
When the IEEE 802.11b interface unit (optional) is installed.
1
2
3
ABW022S1

1. **10BASE-T/100BASE-TX port**

Port for connecting the 10BASE-T or 100BASE-TX cable

2. **IEEE 1394 ports (optional)**

Ports for connecting the IEEE 1394 interface cable

3. **Wireless LAN card (optional)**

Port for using the wireless LAN

Connecting to the Ethernet Interface

The network interface board supports 10BASE-T or 100BASE-TX connections.

1 Turn off the main power switch.

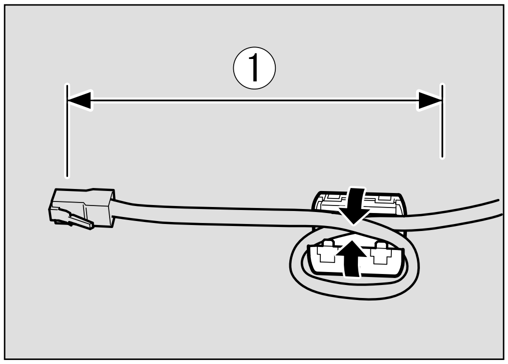
Important

- ❒ Make sure the main power is off. See "Turning On the Power", *Copy Reference*.

2 Loop the network interface cable and attach the ferrite core.

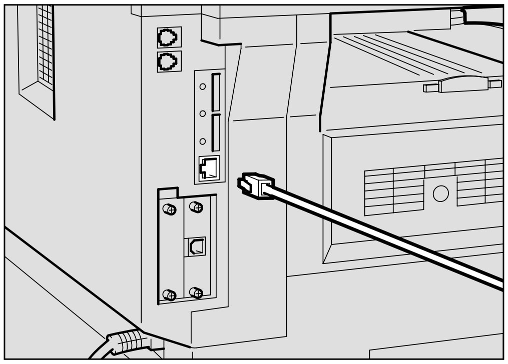
Note

- ❒ The network interface cable loop should be about 15 cm (6")(①) from the end of the cable (closest end to the printer). The ferrite core at the end of the cable should be a ring type.



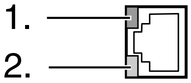
AAW026S1

3 Connect the Ethernet interface cable to the 10BASE-T/100BASE-TX port.



ABW023S1

4 Turn on the main power switch.



AAW022S1

1. **Indicator (green)**
   Remains green when the machine is properly connected to the network.
2. **Indicator (yellow)**
   Turns yellow when 100 BASE-TX is operating. Turns off when 10 BASE-T is operating.

Connecting to the IEEE 1394 Interface

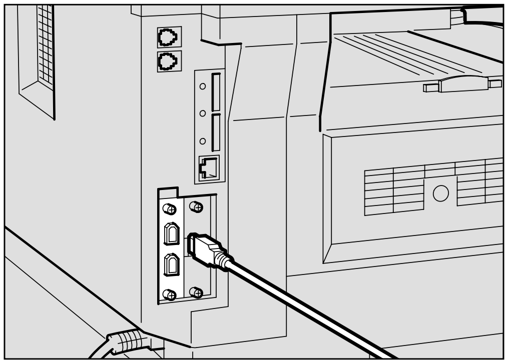
Important

- ❒ Before making the connection, touch the metallic part to ground yourself.

Note

- ❒ Use the interface cable supplied with the IEEE 1394 interface board (optional).
- ❒ Make sure the interface cable is not looped.

1 Connect the IEEE 1394 interface cable to the IEEE 1394 ports.



ABW018S1

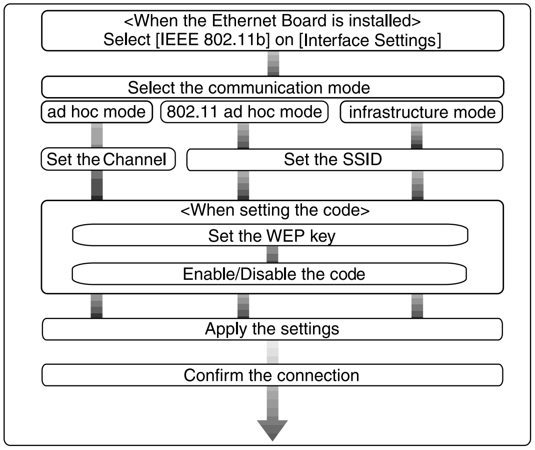
Note

- ❒ Two interface ports are available for connecting the IEEE 1394 interface cable. Either is suitable.

Using the IEEE 802.11b (Wireless LAN)

Setting the IEEE 802.11b (Wireless LAN)

■ IEEE 802.11b (wireless LAN) setup procedure


<When the Ethernet Board is installed>
Select [IEEE 802.11b] on [Interface Settings]
Select the communication mode
ad hoc mode
802.11 ad hoc mode
infrastructure mode
Set the Channel
Set the SSID
<When setting the code>
Set the WEP key
Enable/Disable the code
Apply the settings
Confirm the connection

AAW025S1

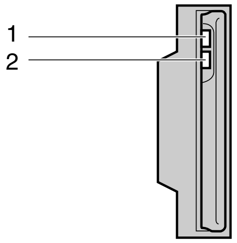
Note

- ❒ Select **[802.11 Ad hoc]** when connecting Windows XP as a wireless LAN client using Windows XP standard driver or utilities, or when not using the infrastructure mode.

Confirming the Connection

1 **Make sure the LED of the IEEE 802.11b card is lit.**

❖ When using in infrastructure mode

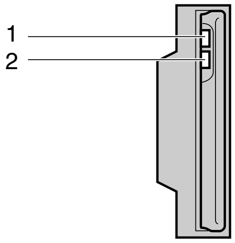


AAW027S1

1. If it is connected properly to the network, the LED is green when in infrastructure mode. If the LED is blinking, the machine is searching for devices.

2. If [LAN Type] on the [Interface Settings]/[Network] screen is not set to [IEEE 802.11b], it does not light, even if the main power is on.

❖ When using in ad hoc mode/802.11 ad hoc mode



AAW027S1

1. If it is connected properly to the network, the LED is green when in ad hoc mode or 802.11 ad hoc mode. If the LED is blinking, the machine is searching for devices. The LED will light after a few seconds.

2. If the IEEE 802.11b card is working, it is lit in orange.

2 **Print the configuration page to verify settings.**

Reference

For more information about printing a configuration page, see *Printer Reference 2*.

Checking the machine's radio wave status

When using in infrastructure mode, you can check the machine's radio wave status using the control panel.

Note

❒ To check the radio wave status, select **[IEEE 802.11b]** under **[LAN Type]** on the **[Network]** screen.

1 **Press the 【User Tools/Counter】 key.**

2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select [Interface Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [IEEE 802.11b] using 【▲】 or 【▼】, and then press the 【OK】 key.**

5 **Select [Wireless LAN Signal] using 【▲】 or 【▼】, and then press the 【OK】 key.**

The machine's radio wave status appears.

6 **After checking the radio wave status, press the 【User Tools/Counter】 key.**

3. Setting Up the Machine on a Network

User Tools Menu (System Settings)

This section describes the network settings you can change with User Tools (System Settings). Make settings according to functions you want to use and the interface to be connected.

Important

❒ These settings should be made by the systems administrator, or after consulting with the systems administrator.

Reference

For details about settings, see p.28 "Settings You Can Change with User Tools"

❖ **Viewing the Information Displayed in the List**

● These items must be set to use the function. Be sure to set them before attempting to use the corresponding function.

❍ These items must be set if required.

Printer (LAN-Fax)

Interface	Settings		
Ethernet	Interface Settings/ Network See p.28 "Interface Settings/Network".	IP Address	●
		Gateway Address	❍
		DNS Configuration	❍
		WINS Configuration	❍
		Effective Protocol *3	●
		NW Frame Type	❍
		LAN Type *2	●
		Ethernet Speed	❍
		Host Name	❍
		Domain Name	❍

Interface	Settings		
IEEE 1394 (IP over 1394)	Interface Settings/ IEEE 1394 [*1] See p.29 "Interface Settings/IEEE 1394".	IP Address	●
		WINS Configuration	❍
		IP over 1394	●
		Host Name	❍
		Domain Name	❍
	Interface Settings/ Network See p.28 "Interface Settings/Network".	Gateway Address	❍
		DNS Configuration	❍
		Effective Protocol [*3]	●
IEEE 802.11b (wireless LAN)	Interface Settings/ Network See p.28 "Interface Settings/Network".	IP Address	●
		Gateway Address	❍
		DNS Configuration	❍
		WINS Configuration	❍
		Effective Protocol [*3]	●
		NW Frame Type	❍
		LAN Type [*2]	●
		Ethernet Speed	❍
		Host Name	❍
		Domain Name	❍
	Interface Settings/ IEEE 802.11b [*2] See p.31 "Interface Settings/IEEE 802.11b".	Communication Mode	●
		SSID Setting	❍
		Channel	❍
		WEP (Encryption) Setting	❍
		Communication Speed	❍

[*1] Appears when the IEEE 1394 interface board (optional) is installed.

[*2] Appears when the IEEE 802.11b unit (optional) is installed.
If Ethernet and IEEE 802.11b (wireless LAN) are both connected to the machine, the selected interface has priority.

[*3] Check **[Effective]** is selected for TCP/IP.

Internet Fax

Interface	Settings		
Ethernet	Interface Settings/ Network See p.28 "Interface Settings/Network".	IP Address	●
		Gateway Address	●
		DNS Configuration	❍
		WINS Configuration	❍
		Effective Protocol *5	●
		LAN Type *2	●
		Ethernet Speed	❍
		Host Name	❍
		Domain Name	❍
	File Transfer See p.32 "File Transfer".	SMTP Server *3	●
		SMTP Authentication	❍
		POP before SMTP	❍
		Reception Protocol *4	●
		POP3/IMAP4 Settings *6	❍
		Key Operator's E-mail Add. *8	❍
		E-mail Reception Port *4 *7	●
		E-mail Recept. Interval	❍
		Max. Recept. E-mail Size	❍
		E-mail Storage in Server	❍
		Prog./Change/Del. Subject	❍
		Fax Mail Reception Account *3 *4	●

Interface	Settings		
IEEE 1394 (IP over 1394)	Interface Settings/ IEEE 1394 [*1] See p.29 "Interface Settings/IEEE 1394".	IP Address	●
		WINS Configuration	❍
		IP over 1394	●
		Host Name	❍
		Domain Name	❍
	Interface Settings/ Network See p.28 "Interface Settings/Network".	Gateway Address	●
		DNS Configuration	❍
		Effective Protocol [*5]	●
	File Transfer See p.32 "File Transfer".	SMTP Server [*3]	●
		SMTP Authentication	❍
		POP before SMTP	❍
		Reception Protocol [*4]	●
		POP3/IMAP4 Settings [*6]	❍
		Key Operator's E-mail Add. [*8]	❍
		E-mail Reception Port [*4] [*7]	●
		E-mail Recept. Interval	❍
		Max. Recept. E-mail Size	❍
		E-mail Storage in Server	❍
		Prog./Change/Del. Subject	❍
		Fax Mail Reception Account [*3] [*4]	●

Interface	Settings		
IEEE 802.11b (wireless LAN)	Interface Settings/ Network See p.28 “Interface Settings/Network”.	IP Address	●
		Gateway Address	●
		DNS Configuration	❍
		WINS Configuration	❍
		Effective Protocol [*5]	●
		LAN Type [*2]	●
		Ethernet Speed	❍
		Host Name	❍
		Domain Name	❍
	Interface Settings/ IEEE 802.11b [*2] See p.31 “Interface Settings/IEEE 802.11b”.	Communication Mode	●
		SSID Setting	❍
		Channel	❍
		WEP (Encryption) Setting	❍
		Communication Speed	❍
	File Transfer See p.32 “File Transfer”.	SMTP Server [*3]	●
		SMTP Authentication	❍
		POP before SMTP	❍
		Reception Protocol [*4]	●
		POP3/IMAP4 Settings [*6]	❍
		Key Operator's E-mail Add. [*8]	❍
		E-mail Reception Port [*4] [*7]	●
		E-mail Recept. Interval	❍
		Max. Recept. E-mail Size	❍
		E-mail Storage in Server	❍
		Prog./Change/Del. Subject	❍
		Fax Mail Reception Account [*3] [*4]	●

[*1] Appears when the IEEE 1394 interface board (optional) is installed.

[*2] Appears when the IEEE 802.11b unit (optional) is installed.
If Ethernet and 802.11b (wireless LAN) are both connected to the machine, the selected interface has priority.

[*3] Minimum settings required to use transmission.

[*4] Minimum settings required to use reception.
To use SMTP reception, make an entry in the DNS server's MX record indicating this machine is capable of SMTP reception.

[*5] Check **[Effective]** is selected for TCP/IP.

[*6] If you select **[On]** for **[POP before SMTP]**, select this function also.

[*7] If you select **[On]** for **[POP before SMTP]**, check the port number for **[POP3]**.

[*8] If you select **[On]** for **[SMTP Authentication]**, select this function also.

E-mail

Interface	Settings		
Ethernet	Interface Settings/ Network See p.28 “Interface Settings/Network”.	IP Address	●
		Gateway Address	●
		DNS Configuration	❍
		WINS Configuration	❍
		Effective Protocol *3	●
		LAN Type *2	●
		Ethernet Speed	❍
		Host Name	❍
		Domain Name	❍
	File Transfer See p.32 “File Transfer”.	SMTP Server	●
		SMTP Authentication	❍
		POP before SMTP	❍
		POP3/IMAP4 Settings *4	❍
		Key Operator's E-mail Add.	❍
		E-mail Reception Port *5	❍
		Prog./Change/Del. Subject	❍
IEEE 1394 (IP over 1394)	Interface Settings/IEEE 1394 *1 See p.29 “Interface Settings/IEEE 1394”.	IP Address	●
		WINS Configuration	❍
		IP over 1394	●
		Host Name	❍
		Domain Name	❍
	Interface Settings/ Network See p.28 “Interface Settings/Network”.	Gateway Address	●
		DNS Configuration	❍
		Effective Protocol *3	●
	File Transfer See p.32 “File Transfer”.	SMTP Server	●
		SMTP Authentication	❍
		POP before SMTP	❍
		POP3/IMAP4 Settings *4	❍
		Key Operator's E-mail Add.	❍
		E-mail Reception Port *5	❍
		Prog./Change/Del. Subject	❍

Interface	**Settings**		
IEEE 802.11b (wireless LAN)	Interface Settings/ Network See p.28 "Interface Settings/Network".	IP Address	●
		Gateway Address	●
		DNS Configuration	❍
		WINS Configuration	❍
		Effective Protocol [*3]	●
		LAN Type [*2]	●
		Ethernet Speed	❍
		Host Name	❍
		Domain Name	❍
	Interface Settings/ IEEE 802.11b [*2] See p.31 "Interface Settings/IEEE 802.11b".	Communication Mode	●
		SSID Setting	❍
		Channel	❍
		WEP (Encryption) Setting	❍
		Communication Speed	❍
	File Transfer See p.32 "File Transfer".	SMTP Server	●
		SMTP Authentication	❍
		POP before SMTP	❍
		POP3/IMAP4 Settings [*4]	❍
		Key Operator's E-mail Add.	❍
		E-mail Reception Port [*5]	❍
		Prog./Change/Del. Subject	❍

[*1] Appears when the IEEE 1394 interface board (optional) is installed.

[*2] Appears when the 802.11b unit (optional) is installed.
If Ethernet and 802.11b (wireless LAN) are both connected to the machine, the selected interface has priority.

[*3] Check **[Effective]** is selected for TCP/IP.

[*4] If you select **[On]** for **[POP before SMTP]**, select this function as well.

[*5] If you select **[On]** for **[POP before SMTP]**, check the port number for **[POP3]**.

Network Delivery Scanner

Interface	Settings		
Ethernet	Interface Settings/ Network See p.28 “Interface Settings/Network”.	IP Address	●
		Gateway Address	❍
		DNS Configuration	❍
		WINS Configuration	❍
		Effective Protocol *4	●
		LAN Type *2	●
		Ethernet Speed	❍
		Host Name	❍
		Domain Name	❍
	File Transfer See p.32 “File Transfer”.	Delivery Option *3	❍
IEEE 1394 (IP over 1394)	Interface Settings/ IEEE 1394 *1 See p.29 “Interface Settings/IEEE 1394”.	IP Address	●
		WINS Configuration	❍
		IP over 1394	●
		Host Name	❍
		Domain Name	❍
	Interface Settings/ Network See p.28 “Interface Settings/Network”.	Gateway Address	❍
		DNS Configuration	❍
		Effective Protocol *4	●
	File Transfer See p.32 “File Transfer”.	Delivery Option *3	❍

Interface	Settings		
IEEE 802.11b (wireless LAN)	Interface Settings/ Network See p.28 "Interface Settings/Network".	IP Address	●
		Gateway Address	○
		DNS Configuration	○
		WINS Configuration	○
		Effective Protocol *4	●
		LAN Type *2	●
		Ethernet Speed	○
		Host Name	○
		Domain Name	○
	Interface Settings/ IEEE 802.11b *2 See p.31 "Interface Settings/IEEE 802.11b".	Communication Mode	●
		SSID Setting	○
		Channel	○
		WEP (Encryption) Setting	○
		Communication Speed	○
	File Transfer See p.32 "File Transfer".	Delivery Option *3	○

*1 Appears when the IEEE 1394 interface board (optional) is installed.

*2 Appears when the IEEE 802.11b unit (optional) is installed.
If Ethernet and IEEE 802.11b (wireless LAN) are both connected to the machine, the selected interface has priority.

*3 When delivery option is set to **[On]**, make sure the IP address is set.

*4 Check **[Effective]** is selected for TCP/IP.

Network TWAIN Scanner

Interface	Settings		
Ethernet	Interface Settings/ Network See p.28 "Interface Settings/Network".	IP Address	●
		Gateway Address	○
		DNS Configuration	○
		WINS Configuration	○
		Effective Protocol *3	●
		LAN Type *2	●
		Ethernet Speed	○
		Host Name	○
		Domain Name	○

Interface	Settings		
IEEE 1394 (IP over 1394)	Interface Settings/ IEEE 1394 [*1] See p.29 “Interface Settings/IEEE 1394”.	IP Address	●
		WINS Configuration	❍
		IP over 1394	●
		Host Name	❍
		Domain Name	❍
	Interface Settings/ Network See p.28 “Interface Settings/Network”.	Gateway Address	❍
		DNS Configuration	❍
		Effective Protocol [*3]	●
IEEE 802.11b (wireless LAN)	Interface Settings/ Network See p.28 “Interface Settings/Network”.	IP Address	●
		Gateway Address	❍
		DNS Configuration	❍
		WINS Configuration	❍
		Effective Protocol [*3]	●
		LAN Type [*2]	●
		Ethernet Speed	❍
		Host Name	❍
		Domain Name	❍
	Interface Settings/ IEEE 802.11b [*2] See p.31 “Interface Settings/IEEE 802.11b”.	Communication Mode	●
		SSID Setting	❍
		Channel	❍
		WEP (Encryption) Setting	❍
		Communication Speed	❍

[*1] Appears when the IEEE 1394 interface board (optional) is installed.

[*2] Appears when the IEEE 802.11b unit (optional) is installed.
If Ethernet and 802.11b (wireless LAN) are both connected to the machine, the selected interface has priority.

[*3] Check **[Effective]** is selected for TCP/IP.

Network Configuration

Any change you make with User Tools remains in effect even if the main power switch or operation switch is turned off, or the **【Clear Modes】** key is pressed.

Configuring the network using the control panel

Note

- ❒ Operations for System Settings are different from normal operations. After using User Tools, press the **【User Tools/Counter】** key to exit.
- ❒ If the key operator code has been set, the key operator code entry screen appears. Enter the code, and then press the **【OK】** key. For details about the key operator code, see *General Settings Guide*.

1 **Press the 【User Tools/Counter】 key.**

2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select [Interface Settings] or [File Transfer] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select the setting you want to change, and then press the 【OK】 key.**

5 **Change the setting, and then press the 【OK】 key.**

Note

- ❒ Press the **【Cancel】** key to cancel the setting.

6 **Press the 【User Tools/Counter】 key.**

Configuring the network using other utilities

As well as using the control panel to make network settings, utilities such as a Web browser and SmartDeviceMonitor for Admin can also be used. The following table shows available settings:

Note

- ❒ ❍ Indicates machine settings can be changed.
- ❒ - Indicates the setting cannot be changed from that device.

Name on the control panel				Web browser	Smart Device-Monitor for Admin	telnet
Interface Settings	Network	IP Address	Auto-Obtain (DHCP)	❍	❍	❍
			Specify	IP Add.	❍	❍	❍
				Subnet M	❍	❍	❍
				Mac Add.	-	-	-
		Gateway Address			❍	❍	❍
		DNS Configuration	Specify	Server 1	❍	-	❍
				Server 2	❍	-	❍
				Server 3	❍	-	❍
		WINS Configuration	Server		❍	-	❍
			Scope ID		❍	-	❍
		NW Frame Type	Auto Select		❍	-	❍
			Ethernet II		❍	-	❍
			Ethernet 802.2		❍	-	❍
			Ethernet 802.3		❍	-	❍
			Ethernet SNAP		❍	-	❍
		LAN Type	Ethernet		❍	-	❍
			IEEE 802.11b		❍	-	❍
		Ethernet Speed			-	-	-
		Effective Protocol	TCP/IP		-	❍ *1	❍
			NetWare		❍	❍ *2	❍
			SMB		❍	❍	❍
			AppleTalk		❍	❍	❍
			SNMP		❍	❍	❍
		Host Name			❍	❍	❍
		Domain Name			❍	-	❍

Name on the control panel					Web browser	Smart Device-Monitor for Admin	telnet
Interface Settings	IEEE 1394	IP Address	Specify	IP Add.	❍	-	❍
				Subnet M	❍	-	❍
				Mac Add.	-	-	-
		WINS Configuration	Server		❍	-	❍
			Scope ID		❍	-	❍
		IP over 1394			❍	-	❍
		SCSI print (SBP-2)			❍	-	❍
		Bidirectional SCSI print			❍	-	❍
		Host Name			❍	-	❍
		Domain Name			❍	-	❍
	IEEE 802.11b	Communication Mode			❍	-	❍
		SSID Setting			❍	-	❍
		Channel			❍	-	❍
		WEP (Encryption) Setting			❍	-	❍
		Communication Speed			-	-	❍
File Transfer	Delivery Option				-	-	-
	SMTP Server				❍	-	-
	SMTP Authentication				❍	-	-
	POP before SMTP				❍	-	-
	Reception Protocol				❍	-	-
	POP3/IMAP4 Settings				❍	-	-
	Key Operator's E-mail Add.				❍	-	-
	E-mail Reception Port				❍	-	-
	E-mail Recept. Interval				❍	-	-
	Max. Recept. E-mail Size				❍	-	-
	E-mail Storage in Server				❍	-	-
	Prog./Change/Del. Subject				-	-	-
	Fax Mail Reception Account				-	-	-

[*1] You can make the TCP/IP settings if SmartDeviceMonitor for Admin is communicating with the machine using IPX/SPX.

[*2] You can make the IPX/SPX settings if SmartDeviceMonitor for Admin is communicating with the machine using TCP/IP.

Settings You Can Change with User Tools

Interface Settings/Network

❖ IP Address

Before using this machine in the network environment, you must configure the IP address and subnet mask.

- Auto-Obtain (DHCP)
- Specify
  When you select **[Specify]**, enter **[IP Address:]**and **[Sub-net Mask:]** as "xxx.xxx.xxx.xxx"("x" indicates a number).
  - IP Address: 011.022.033.044
  - Sub-net Mask: 000.000.000.000

Note

❒ Default: *Auto-Obtain (DHCP)*

❒ If you use the interface for Ethernet and IEEE 1394 (IP over 1394) at the same time, settings must be made carefully. See p.99 "Using DHCP"

❒ If you install the IEEE 1394 interface board (optional) and use the IEEE 1394 interface, you must set the address of the domain, different from the **[IP Address:]** of **[IEEE 1394]**. If you intend to set the address for the same domain, set a different value for **[Sub-net Mask:]**.

❒ When you select **[Specify]**, be sure not to set the same **[IP Address:]** as that of another machines on the network.

❒ The physical address (MAC address) also appears.

❖ Gateway Address

A gateway is a connection or interchange point between two networks. Configure the gateway address for the router or host computer used as a gateway.

- Gateway Address:000.000.000.000

Note

❒ Default: *000.000.000.000*

❖ DNS Configuration

Make settings for the DNS server.

- Specify
  When you select **[Specify]**, enter the DNS server IP address as "xxx.xxx.xxx.xxx"("x" indicates a number).
  - DNS Server 1:000.000.000.000
  - DNS Server 2:000.000.000.000
  - DNS Server 3:000.000.000.000

Note

❒ Default: *Specify*

❖ WINS Configuration

You can specify the WINS server settings.

- On
  If **[On]** is selected, enter the **[Server]** IP address as "xxx.xxx.xxx.xxx"("x" indicates a number).
  If DHCP is in use, specify the **[Scope ID]**.
  - WINS Server:000.000.000.000
  - Scope ID
- Off

Limitation

❒ Enter a **[Scope ID]** using up to 31 alphanumeric characters.

Note

❒ Default: *Off*

❖ Effective Protocol

Select the protocol to use in the network.

- TCP/IP:Effective/Invalid
- NetWare:Effective/Invalid
- SMB:Effective/Invalid
- AppleTalk:Effective/Invalid

Note

❒ Default: *TCP/IP: Effective, NetWare: Effective, SMB: Effective, AppleTalk: Effective*

❖ NW Frame Type

Select the frame type when you use NetWare.

- Auto Select
- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

Note

❒ Default: *Auto Select*

❖ LAN Type

Select interface, IEEE 802.11b (wireless LAN) or Ethernet.

- Ethernet
- IEEE 802.11b

Note

❒ Default: *Ethernet*

❒ Appears when the IEEE 802.11b unit is installed.

❒ If Ethernet and IEEE 802.11b (wireless LAN) are both connected to the machine, the selected interface takes precedence.

❖ Ethernet Speed

Set the access speed for networks. Select a speed that matches your network environment. **[Auto Select]** should usually be selected.

- Auto Select
- 100Mbps Fixed
- 10Mbps Fixed

Note

❒ Default: *Auto Select*

❖ Host Name

Specify the host name.

❖ Domain Name

Specify the domain name.

Interface Settings/IEEE 1394

Preparation

You must install the IEEE 1394 interface board (optional) in the machine.

❖ IP Address

When you connect the machine to a network using the IEEE 1394 interface, you must configure the IP address and subnet mask.

- Auto-Obtain (DHCP)
- Specify
  When you select **[Specify]**, enter **[IP Address:]** and **[Sub-net Mask:]** as “xxx.xxx.xxx.xxx”(“x” indicates a number).
  - IP Address: 011.022.033.044
  - Sub-net Mask: 000.000.000.000

Note

❒ Default: *Auto-Obtain (DHCP)*

❒ If you use the interface for Ethernet and IEEE 1394 (IP over 1394) at the same time, settings must be made carefully. See p.99 “Using DHCP”

- ❒ When you use the IEEE 1394 interface on a network, you cannot use the Ethernet interface in the same domain. To use both interfaces in the same domain, set different values for **[Sub-net Mask:]**.
- ❒ The physical address (MAC address) also appears.

❖ WINS Configuration

You can specify the WINS server settings.

- On
  If **[On]** is selected, specify the **[Server]** IP address as "xxx.xxx.xxx.xxx" ("xxx" indicates a number).
  If DHCP is in use, specify **[Scope ID]**.
  - WINS Server:000.000.000.000
  - Scope ID
- Off

Limitation

- ❒ Enter **[Scope ID]** using up to 31 alphanumeric characters.

Note

- ❒ Default: *Off*

❖ IP over 1394

When you use the IP over 1394 function of the IEEE 1394 interface to connect the machine to the network, or you print from computer with the IP over 1394 driver, you must specify **[Active]**for **[IP over 1394]**.

- Active
- Inactive

Limitation

- ❒ Printing with IP over 1394 is possible under Windows Me/XP and Windows Server 2003.

Note

- ❒ Default: *Active*

❖ SCSI print (SBP-2)

When you print using the SCSI print client function supported by Windows 2000, Windows XP, or Windows Server 2003, you must set **[SCSI print (SBP-2)]**.

- Active
- Inactive

Limitation

- ❒ The IEEE 1394 interface can be used when Windows 2000 Service Pack 1 or later is installed. If the Service Pack is not installed, only one SCSI print device is connectable via 1394 bus.

Note

- ❒ Default: *Active*

❖ Bidirectional SCSI print

Specifies the printer's response mode etc. for status requests when using the IEEE 1394 interface.

- On
- Off

Note

- ❒ Default: *On*
- ❒ If this is set to **[Off]**, bidirectional communication will not work.

❖ Host Name

Specify the host name.

❖ Domain Name

Specify the domain name.

Interface Settings/IEEE 802.11b

Preparation

You must install the IEEE 802.11b unit (optional) into the machine.

Note

❒ Be sure to make all settings simultaneously.

❖ Communication Mode

Specifies the communication mode of the wireless LAN.

- 802.11 Ad hoc
- Ad hoc
- Infrastructure

Note

❒ Default: *802.11 Ad hoc*

❖ SSID Setting

Specifies SSID to distinguish the access point in infrastructure mode or 802.11 ad hoc mode.

Limitation

❒ The characters that can be used are ASCII 0x20-0x7e (32 bytes).

Note

❒ Default: *blank*

❖ Channel

Specifies a channel when you select 802.11b ad hoc mode or ad hoc mode.

Note

❒ Default: *11*

❒ The following channels are available:

- Metric version: 1-13
- Inch version: 1-11

❖ WEP (Encryption) Setting

Specifies the encryption of the IEEE 802.11b (wireless LAN). If this is set to **[Active]**, you must enter the WEP key.

- Active
- Inactive

Limitation

❒ 10 alphanumeric characters must be entered for 64 bit, 26 alphanumeric characters for 128 bit.

Note

❒ Default: *Inactive*

❖ Wireless LAN Signal

Shows the radio wave conditions of the access point connected in infrastructure mode.

Note

❒ Radio wave status is displayed when you press **[Wireless LAN Signal]**.

❖ Communication Speed

Specifies the communication speed of the IEEE 802.11b (wireless LAN).

- Auto
- 11Mbps Fixed
- 5.5Mbps Fixed
- 2Mbps Fixed
- 1Mbps Fixed

Note

❒ Default: *Auto*

❖ Return to Defaults

You can return the IEEE 802.11b (wireless LAN) settings to their defaults.

- No
- Yes

Interface Settings/Print I/F Settings List

You can check items related to the network in use.

Reference

For details about printing, see p.36 "Printing the interface settings lists".

File Transfer

❖ Delivery Option

Enables or disables sending scanned documents via the ScanRouter V2 Professional/Lite delivery server.

- On
    - Server1
    - Server2
- Off

Note

❒ Default: *Off*

❒ Set this option when specifying whether or not to use ScanRouter V2 Professional/Lite. If you do, you will have to re-register I/O devices in ScanRouter V2 Professional/Lite.

❖ SMTP Server

Specify the SMTP server name.
If DNS is in use, enter the host name.
If DNS is not in use, enter the SMTP server IP address.

- Server Name
- Port No.

Limitation

❒ Enter the **[Server Name]** using up to 127 alphanumeric characters. Spaces cannot be used.

Note

❒ Default: *Port No.*/25

❒ Enter **[Port No.]** between 1 and 65535 using the number keys, and then press the **【OK】** key.

❖ SMTP Authentication

You can configure SMTP authentication (PLAIN, LOGIN, CRAM-MD5).
Authentication prevents unauthorized access, by making users enter a user name and password when sending e-mail to the SMTP server.

- On
  If the SMTP server requires authentication, set **[SMTP Authentication]** to **[On]**, and then specify **[User Name:]**, **[Password:]**, and **[Encrypt:]**.
    - User Name:
    - Password:
    - Encrypt:
      Auto/On/Off
- Off

Limitation

❒ Enter **[User Name:]** using up to 191 alphanumeric characters. Spaces cannot be used.

❒ Depending on the SMTP server type, "realm" must be specified. Add "@" after the user name, as in "user name@realm".

❒ Enter **[Password:]** using up to 63 alphanumeric characters. Spaces cannot be used.

❒ Enter the user name and password to be set for **[Key Operator's E-mail Add.]** when using Internet Fax.

Note

❒ Default: *Off*

❒ **[Encrypt:]**-**[Auto]**: If the authentication method is PLAIN, LOGIN, or, CRAM-MD5.

❒ **[Encrypt:]**-**[On]**: If the authentication method is CRAM-MD5.

❒ **[Encrypt:]**-**[Off]**: If the authentication method is PLAIN, or LOGIN.

❖ POP before SMTP

You can configure POP authentication (POP before SMTP).
Authentication prevents unauthorized access, by authenticating with the POP server before sending e-mail to the SMTP server.

- On
  To enable POP server authentication before sending e-mail via the SMTP server, set **[POP before SMTP]** to **[On]**.
  E-mail is sent to the SMTP server after the time specified for **[Wait Time after Auth.:]** has elapsed.
  - Wait Time after Auth.: 300msec
  - User Name:
  - Password:
- Off

Limitation

❒ Enter **[User Name:]** using up to 63 alphanumeric characters. Spaces cannot be used.

❒ Enter **[Password:]** using up to 63 alphanumeric characters. Spaces cannot be used.

Note

❒ Default: *Off*

❒ Using the number keys, you can set **[Wait Time after Auth.:]** from zero to 10,000 milliseconds, in increments of one millisecond.

❒ If you select **[On]**, enter **[Server Name]** in **[POP3/IMAP4 Settings]**. Also, check the port number for **[POP3]** in **[E-mail Reception Port]**.

❖ Reception Protocol

Specify Reception Protocol for receiving Internet faxes.

- Off
- POP3
- IMAP4
- SMTP

Note

❒ Default: *Off*

❖ POP3/IMAP4 Settings

Specify the POP3/IMAP4 **[Server Name:]** for receiving Internet faxes. The specified POP3 server name is used for **[POP before SMTP]**.
If DNS is in use, enter the host name.
If DNS is not in use, enter the POP3 or IMAP4 server IP address.

- Server Name:
- Encrypt:
  - Auto
  - On
  - Off

Limitation

❒ Enter POP3 or IMAP4 **[Server Name:]** using to 127 alphanumeric characters. Spaces cannot be used.

Note

❒ **[Encrypt:]**-**[Auto]**: Password encryption is automatically set according to the POP server settings.

❒ **[Encrypt:]**-**[On]**: Encrypt password.

❒ **[Encrypt:]**-**[Off]**: Do not encrypt password.

❖ Key Operator's E-mail Add.

If the sender is not specified on e-mailed scanned documents, this appears as the sender's address. This can be used as the sender with SMTP authentication for Internet Fax. If **[On]** is selected for **[SMTP Authentication]** be sure to enter the key operator's e-mail address here. This can be used as the destination for data transmission result cc e-mails, as well as the destination for data communication management e-mail.

Limitation

❒ Enter up to 128 alphanumeric characters.

Note

❒ If **[None]** is selected in **[Sender's Name Default]**, specify the sender's name when sending scanned document e-mail.

❖ E-mail Reception Port

Specify the **[POP3]**, **[IMAP4]**, and **[SMTP]** port numbers for receiving Internet faxes.
The specified POP3 port number is used for **[POP before SMTP]**.

- POP3
- IMAP4
- SMTP

Note

❒ Default: *POP3/110, IMAP4/143, SMTP/25*

❒ Enter a port number between 1 and 65535 using the number keys, and then press the **【OK】** key.

❖ E-mail Recept. Interval

Specify, in minutes, the time limit for receiving Internet faxes via POP3 or IMAP4 server.

- On
- Off

Note

❒ Default: *On/15 minute(s)*

❒ If **[On]** is selected, the number of times can be set from two to 1440 in increments of one minute, using the number keys.

❖ Max. Recept. E-mail Size

Specify **[Max. Recept. E-mail Size]** for receiving Internet faxes.

Note

❒ Default: *2MB*

❒ Using the number keys, enter a size from one to two MB in increments of one megabyte.

❖ E-mail Storage in Server

You can specify whether or not to store received Internet fax e-mails on the POP3 or IMAP4 server.

- Off
- All
- Errors Only

Note

❒ Default: *Off*

❖ Prog./Change/Del. Subject

You can program, change, or delete the subject used when sending an Internet fax or scan file as an attachment.

- Program/Change
- Delete

Note

❒ Enter a subject using up to 20 alphanumeric characters.

❖ **Fax Mail Reception Account**

Specify **[E-mail Address]**, **[User Name]**, and **[Password]** for receiving Internet faxes.

- E-mail Address
- User Name
- Password

Limitation

❒ Enter an e-mail address using up to 128 alphanumeric characters.

❒ Enter a user name using up to 64 alphanumeric characters.

❒ Enter a password using up to 64 alphanumeric characters.

Programming, changing, or deleting a subject

Limitation

❒ Enter a subject using up to 20 alphanumeric characters.

Note

❒ **[Urgent]** and **[High]** are programmed as the e-mail subjects.

1 **Press the 【User Tools/Counter】 key.**

2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select [File Transfer] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Prog./Change/Del. Subject] using 【▲】 or 【▼】, and then press the 【OK】 key.**

Programming a subject

❶ **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❷ **Select [*Not programmed] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❸ **Enter the text, and then press the 【OK】 key.**

Reference

For details about entering text, see "Entering Text", *General Settings Guide*.

Changing a subject

❶ **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❷ **Select the subject using 【▲】 or 【▼】, and then press the 【OK】 key.**

❸ **Enter the text, and then press the 【OK】 key.**

Reference

For details about entering text, see "Entering Text", *General Settings Guide*.

Deleting a subject

❶ **Select [Delete] using 【▲】 or 【▼】, and then press the 【OK】 key.**

❷ **Select the subject using 【▲】 or 【▼】, and then press the 【OK】 key.**

Confirmation message appears.

❸ **To delete the subject, press [Yes].**

5 **Press the 【User Tools/Counter】 key.**

Printing the interface settings lists

The interface settings lists show current network settings and information.

1 **Press the 【User Tools/Counter】 key.**

2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

3 **Select [Interface Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Print I/F Settings List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

5 **Press the 【Start】 key.**

The interface settings lists are printed.

6 **Press the 【User Tools/Counter】 key.**

Configuring TCP/IP

This describes how to configure Windows for TCP/IP and IPP.

Configuring a Windows 95/98/Me Computer

Follow the procedure below to configure a Windows 95/98/Me computer to use TCP/IP.

1 Open [Control Panel], and then double-click the Network icon. Make sure [TCP/IP] is selected in the [The following network components are installed] box on the [Configuration] tab.

Note

- ❒ Select TCP/IP if it is not already selected.
- ❒ Under Windows Me, if you want to use IEEE 1394 (IP over 1394) interface, make sure TCP/IP is bound to the IEEE 1394 adaptor being used. The following message appears:

  `TCP/ IP -> (IEEE 1394 adaptor in use)`
- ❒ If TCP/IP is not installed, click **[Add]** on the **[Configuration]** tab to install it. For more information about installing TCP/IP, see Windows 95/98/Me Help.

2 Click [Properties].

3 Configure TCP/IP using the appropriate IP address, subnet mask, and other settings.

Check with the network administrator that the settings are correct.

Configuring a Windows 2000 Computer

Follow the procedure below to configure a Windows 2000 computer to use TCP/IP.

1 On the [Start] menu, point to [Settings], and then click [Network and Dial-up Connections].

2 Double-click [Local Area Connection]. On the [General] tab, click [Properties].

3 Make sure [Internet Protocol (TCP/IP)] is selected in the [Components checked are used by this connection] box on the [General] tab.

Note

- ❒ Select TCP/IP if it is not already selected.
- ❒ If TCP/IP is not installed, click **[Install]** on the **[General]** tab to install it. For more information about installing TCP/IP, see Windows 2000 Help.

4 Click [Properties].

5 Configure TCP/IP using the appropriate IP address, subnet mask, and other settings.

Check with the network administrator that the settings are correct.

Configuring a Windows XP Computer

Follow the procedure below to configure a Windows XP computer to use TCP/IP.

1 **On the [Start] menu, click [Control Panel], and then click [Network and Internet Connections].**

2 **Click [Network Connections], and then double-click [Local Area Connection].**

Note

- ❒ If you want to use IEEE 1394 (IP over 1394) interface, click **[1394 Connection]**.

3 **On the [General] tab, click [Properties].**

4 **Make sure [Internet Protocol (TCP/IP)] is selected in the [This connection uses the following items] box on the [General] tab.**

Note

- ❒ Select TCP/IP if it is not already selected.
- ❒ If TCP/IP is not installed, click **[Install]** on the **[General]** tab to install it. For more information about installing TCP/IP, see Windows XP Help.

5 **Click [Properties].**

6 **Configure TCP/IP using the appropriate IP address, subnet mask, and other settings.**

Check with the network administrator that the settings are correct.

Configuring a Windows Server 2003 computer

Follow the procedure below to configure a Windows Server 2003 computer to use TCP/IP.

1 **On the [Start] menu, point to [Control Panel], point to [Network Connections], and then click [Local Area Connection].**

Note

- ❒ If you want to use IEEE 1394 (IP over 1394) interface, click **[1394 Connection]**.

2 **On the [General] tab, click [Properties].**

3 **Make sure [Internet Protocol (TCP/IP)] is selected in the [This connection uses the following items] box on the [General] tab.**

Note

- ❒ Select TCP/IP if it is not already selected.
- ❒ If TCP/IP is not installed, click **[Install]** on the **[General]** tab to install it. For more information about installing TCP/IP, see Windows Server 2003 Help.

4 **Click [Properties].**

5 **Configure TCP/IP using the appropriate IP address, subnet mask, and other settings.**

Check with the network administrator that the settings are correct.

Configuring a Windows NT 4.0 Computer

Follow the procedure below to configure a Windows NT 4.0 computer to use TCP/IP.

1 Open [Control Panel], and then double-click the Network icon. Make sure [TCP/IP Protocol] is selected in the [Network protocols] box on the [Protocols] tab.

Note

❒ Select TCP/IP if it is not already selected.

❒ If TCP/IP is not installed, click **[Add]** on the **[Protocols]** tab to install it. For more information about installing TCP/IP, see Windows NT 4.0 Help.

2 Click [Properties].

3 Configure TCP/IP using the appropriate IP address, subnet mask, and other settings.

Check with the network administrator that the settings are correct.

Configuring NetBEUI

This describes how to configure Windows to use NetBEUI.

Limitation

- ❒ NetBEUI cannot be used under Windows XP.

Note

- ❒ NetBEUI appears as SMB in the control panel, manual, and related utilities.

Configuring a Windows 95/98/Me Computer

Follow the procedure below to configure a Windows 95/98/Me computer to use NetBEUI.

1 Open [Control Panel], and then double-click the Network icon. Make sure [NetBEUI] is listed in the [The following network components are installed] box on the [Configuration] tab.

Note

- ❒ If NetBEUI is not installed, click **[Add]** on the **[Configuration]** tab to install it. For more information about installing NetBEUI, see Windows 95/98/Me Help.
- ❒ If **[NetBEUI →Dial-Up Adaptor]** is listed in the **[The following network components are installed]** box, select it, and then click **[Remove]** to remove the binding.

2 Click [OK] to close the [Network] dialog box.

Configuring a Windows 2000 Computer

Follow the procedure below to configure a Windows 2000 computer to use NetBEUI.

1 On the [Start] menu, point to [Settings], and then click [Network and Dial-up Connections].

2 Double-click [Local Area Connection]. On the [General] tab, click [Properties].

3 Make sure [NetBEUI Protocol] is selected in the [Components checked are used by this connection] box on the [General] tab.

Note

- ❒ Select NetBEUI if it is not already selected.
- ❒ If NetBEUI is not installed, click **[Install]** on the **[General]** tab to install it. For more information about installing NetBEUI, see Windows 2000 Help.

4 Click [OK] to close the [Local Area Connection] dialog box.

Configuring a Windows NT 4.0 Computer

Follow the procedure below to configure a Windows NT 4.0 computer to use NetBEUI.

1. **Open [Control Panel], and then double-click the Network icon. Make sure [NetBEUI Protocol] is listed in the [Network protocols] box on the [Protocols] tab.**

   Note

   ❒ If NetBEUI is not installed, click **[Add]** on the **[Protocols]** tab to install it. For more information about installing NetBEUI, see Windows NT 4.0 Help.

2. **Change the Lana Number. Click the [Services] tab, click [NetBIOS Interface] in the [Network services] box, and then click [Properties].**

3. **Click the Lana Number corresponding to the Nbf protocol in the [Network Route] column, and then click [Edit].**

4. **Enter "0" as the Lana Number.**

   Note

   ❒ If the other protocol's Lana Number is "0", you must change the Lana Number to a number other than "0".

5. **Click [OK].**

6. **Click [Close] to close the [Network] dialog box.**

   The confirmation message about restarting appears.

7. **Click [Yes].**

Note

❒ After you change the Lana Number, you must restart the computer.

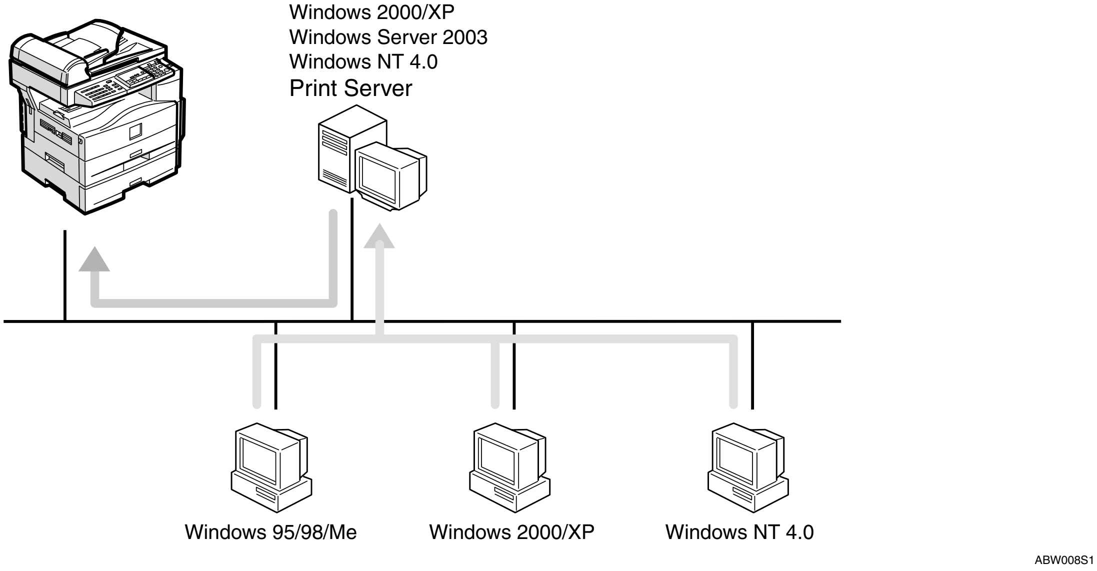
5. Using the Printer Function

This section contains instructions for configuring the machine as a network printer. Read the section that relates to your network environment for information about correct configuration.

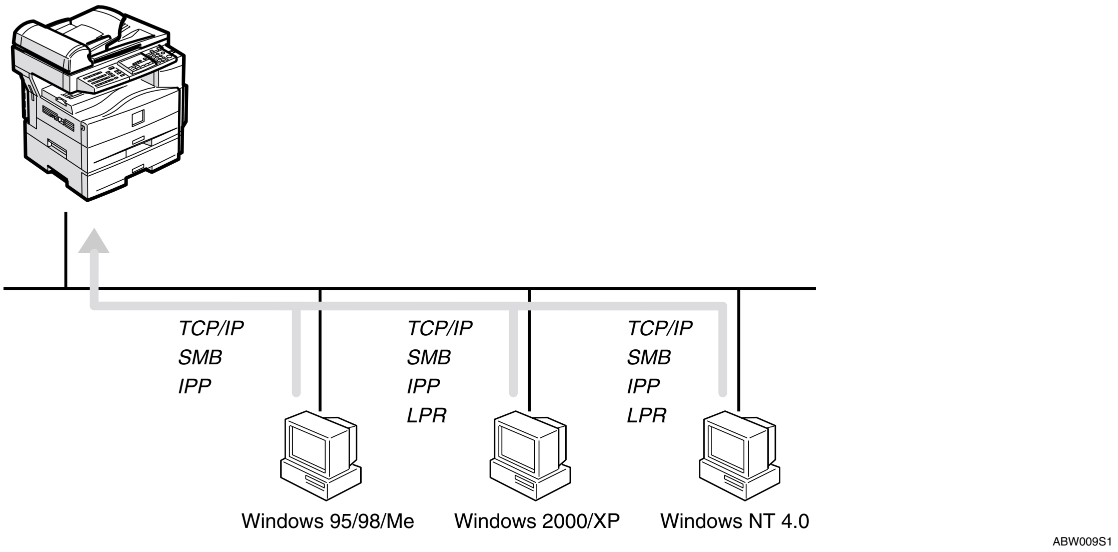
❖ **Printing with a Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 Print Server**

To set up the machine as a network printer in Windows 95/98/Me, Windows 2000/XP, Windows Server 2003, and Windows NT 4.0 environment, see p.47 "Printing with Windows".

- Printing with a Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 print server


Windows 2000/XP
Windows Server 2003
Windows NT 4.0
Print Server
Windows 95/98/Me
Windows 2000/XP
Windows NT 4.0
ABW008S1

- Printing without a print server

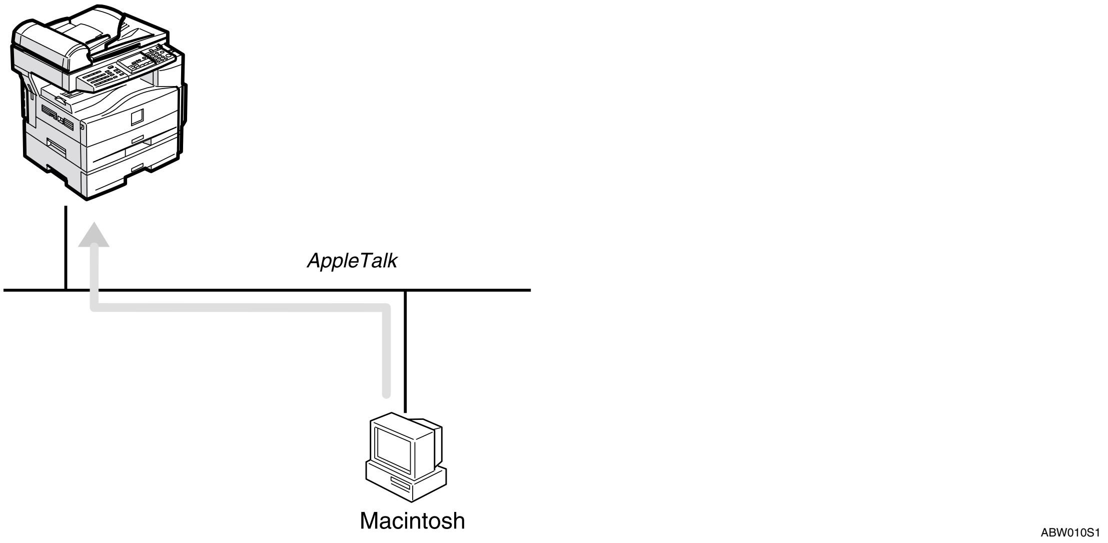

TCP/IP
SMB
IPP
TCP/IP
SMB
IPP
LPR
TCP/IP
SMB
IPP
LPR
Windows 95/98/Me
Windows 2000/XP
Windows NT 4.0
ABW009S1

Note

❒ Under Windows XP, you cannot print via NetBEUI using SMB.

❖ Printing with a Macintosh

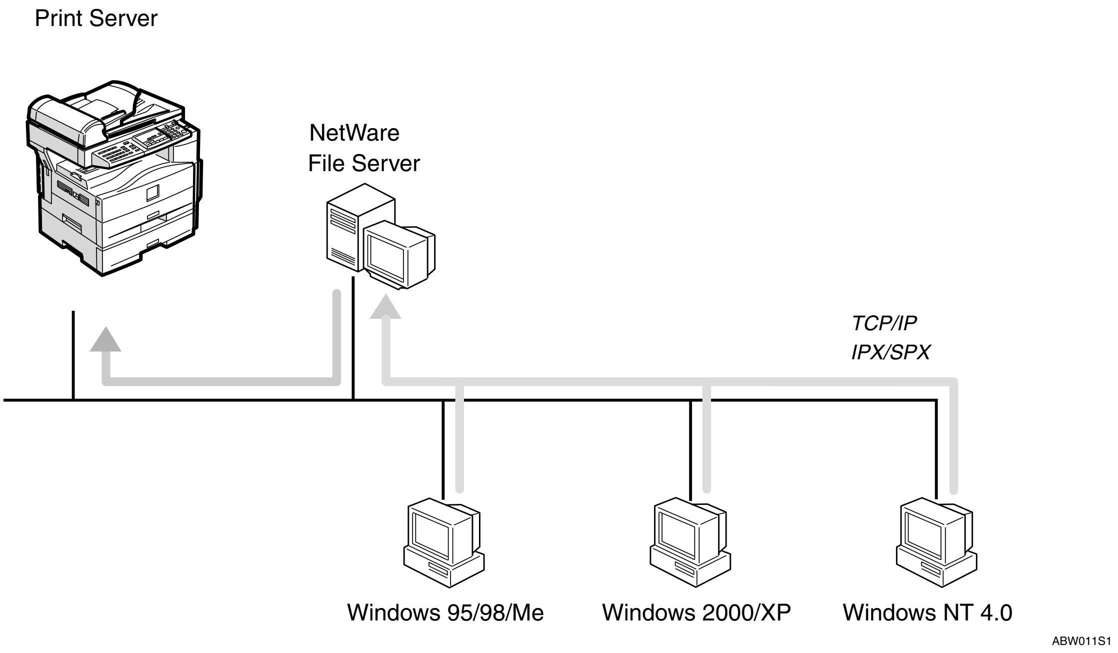
To set up the machine as a network printer in a Macintosh environment, see p.51 “Printing with a Macintosh”.


AppleTalk
Macintosh
ABW010S1

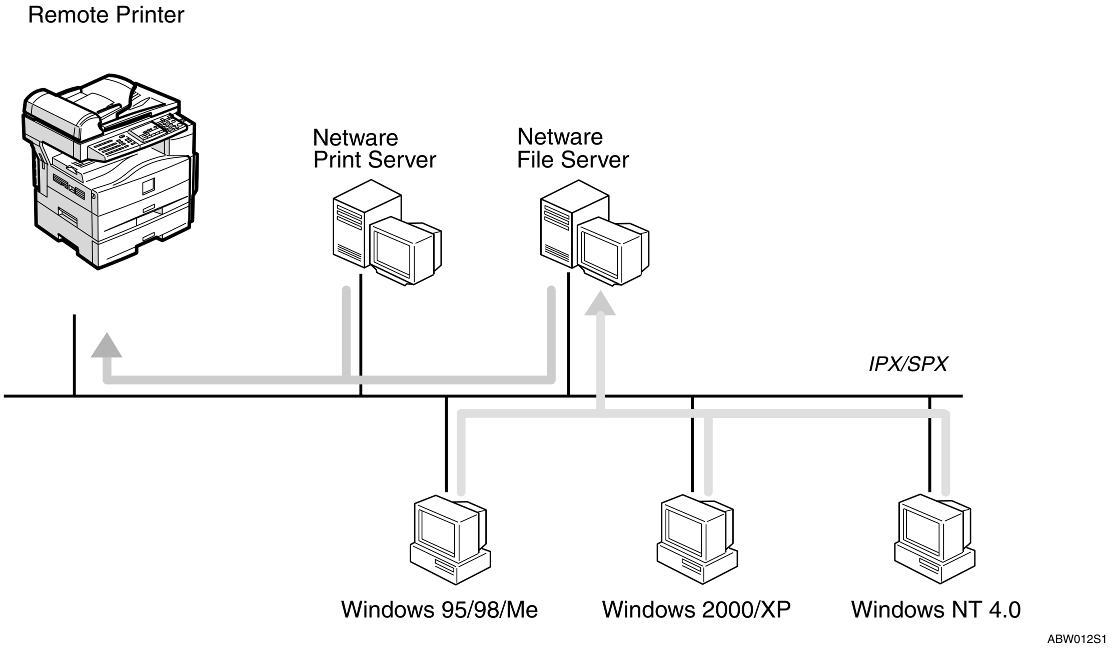
❖ Printing with NetWare

To set up the machine as a print server or remote printer in a NetWare environment, see p.53 “Printing with NetWare”. The network interface board allows you to use the machine as either a print server or a remote printer.

- Configuring the machine as a print server

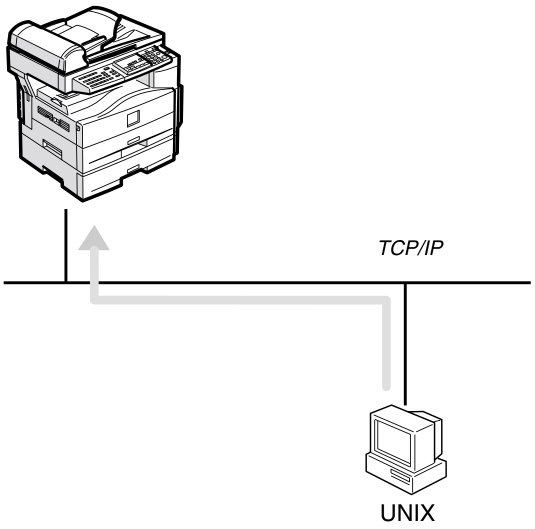

Print Server
NetWare
File Server
TCP/IP
IPX/SPX
Windows 95/98/Me
Windows 2000/XP
Windows NT 4.0
ABW011S1

- Configuring the machine as a remote printer


Remote Printer
Netware
Print Server
Netware
File Server
IPX/SPX
Windows 95/98/Me
Windows 2000/XP
Windows NT 4.0
ABW012S1

❖ Printing with UNIX

For UNIX printing information, visit our Web site or consult your authorized dealer.



ABW013S1

Printing with Windows

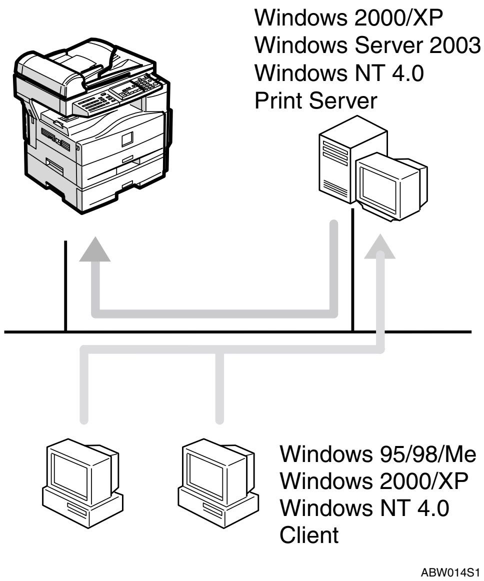
Printing with a Windows 2000/XP, Windows Server 2003 or Windows NT 4.0 Print Server

This describes how to configure a client computer on a network using Windows 2000/XP, Windows Server 2003, Windows NT 4.0 Server or Windows NT 4.0 Workstation as a print server.

When using a Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 print server, select a shared printer on Windows 2000/XP, Windows Server 2003, or Windows NT 4.0.

This section describes running **[Add Printer Wizard]** on each client computer, and adding the Windows 2000, Windows XP, Windows Server 2003, and Windows NT 4.0 print servers as the network printer.

These instructions are for Windows 98.



Limitation

- ❒ When using a print server connected to the machine with SmartDeviceMonitor for Client, you cannot use Recovery Printing and Parallel Printing.
- ❒ When using Windows XP as a print server, the client computer cannot receive notification of print job completion.

Note

- ❒ This section assumes the client is already configured to communicate with a Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 print server. Do not begin the following procedure until the client computer is set up and configured correctly.
- ❒ When using Windows NT 4.0 as the print server, make sure you install the Windows NT 4.0 printer driver before connecting the print server. There is a Windows NT 4.0 printer driver on the CD-ROM labeled “Printer Drivers and Utilities”.

1 On the [Start] menu, point to [Settings], and then click [Printers].

2 Click the icon of the printer you want to use. On the [File] menu, click [Properties].

3 Click the [Details] tab, and then click [Add Port].

4 Click [Network], and then click [Browse].

5 On the network tree, double-click the name of the computer used as the print server.

The printers connected to the network are displayed.

6 Click the name of the printer you want to use, and then click [OK].

7 Click [OK].

8 Make sure the port name is displayed in the [Print to the following port] box, and then click [OK].

Printing without a Print Server

You can use this machine as a network printer without connecting to a print server.

You can configure the following ports:

❖ **SmartDeviceMonitor**

You can print via TCP/IP, IPP, or NetBEUI using SmartDeviceMonitor.

Note

❒ Install SmartDeviceMonitor for Client from the supplied CD-ROM. For more information about installation, see *Printer Reference 1*.

❒ For more information about SmartDeviceMonitor for Client, see p.65 “Using SmartDeviceMonitor for Client”.

❖ **Standard TCP/IP port**

You can print via TCP/IP using a standard TCP/IP port.

Note

❒ A standard TCP/IP port can be used with Windows 2000/XP or Windows Server 2003.

❖ **LPR port**

You can print via TCP/IP using an LPR port.

Note

❒ An LPR port can be used with Windows 2000/XP, Windows Server 2003, or Windows NT 4.0.

Changing port settings

This describes how to change the port settings under Windows 2000 when a printer driver has been installed.

1 In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].

2 Click the [Ports] tab, and then click [Add Port].

Select the port you want to use.

SmartDeviceMonitor

❶ Click [SmartDeviceMonitor], and then click [New Port].

❷ Select the printer you want to use.

❖ **TCP/IP**

① Click **[TCP/IP]**, and then click **[Search]**.
Available printers are listed.

② Click the printer you want to use, and then click **[OK]**.

Note

❒ Printers that respond to a broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then enter the printer's IP address or host name.

❖ NetBEUI

Note

- ❒ Do not use NetBEUI under Windows XP.

① Click **[NetBEUI]**, and then click **[Search]**.
Available printers are listed.

② Click the printer you want to use, and then click **[OK]**.

Note

- ❒ Printers that respond to a broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then enter the NetBEUI address. Confirm the NetBEUI address on the network appears on the configuration page. For more information about printing the configuration page, see *Printer Reference 2*. NetBEUI addresses appear as "\\RNPxxxx\xxx" on the configuration page. Enter the printer's network path name in the format: "%%Computer name\Share name". Do not enter "\\" as head characters but "%%".
- ❒ You cannot print to printers beyond routers.

❖ IPP

① Click **[IPP]**.
The IPP setting dialog box appears.

② To specify the IP address of the printer, enter "http://printer's IP address/printer" or "ipp://printer's IP address/printer" in the **[Printer URL]** box.
(Example: IP address is 192.168.15.16)

```
http://192.168.15.16/
printer
ipp://192.168.15.16
/printer
```

③ If necessary, enter the name to identify the printer in the **[IPP Port Name]** box. Enter a different name from those of any existing port name.
If you do not do this, the address entered in the **[Printer URL]** box is set as the IPP port name.

④ If a proxy server and IPP user name are used, click **[Detailed Settings]** and make the necessary settings.

⑤ Click **[OK]**.

Standard TCP/IP Port

❶ **Click [Standard TCP/IP], and then click [New Port].**

❷ **In the [Add Standard TCP/IP Printer Port Wizard] dialog box, click [Next].**

❸ **In the [Printer Name or IP Address] box, enter the printer name or IP address, and then click [Next].**

❹ **In the [Add Standard TCP/IP Printer Port Wizard] dialog box, click [Finish].**

LPR Port

❶ **Click [LPR Port], and then click [New Port].**

❷ **In the [Name or address of server providing lpd] box, enter the printer's IP address.**

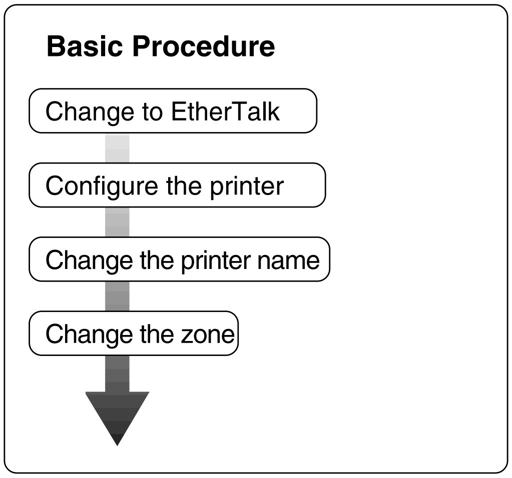
❸ **In the [Name of printer or print queue on that server] box, enter "lp", and then click [OK].**

3 **Click [OK].**

4 **Check the location for the selected printer, and click [Close].**

Printing with a Macintosh

This describes how to configure a Macintosh computer to use EtherTalk. Actual procedures may vary depending on the version of the Mac OS. The following procedures describe how to configure Mac OS 9.1 and Mac OS X v10.1. If you are using other version than Mac OS 9.1 and Mac OS X v10.1, see the manual that comes with Mac OS for more information.



Note

- ❒ Mac OS 8.6 and later versions are supported (except for Mac OS X v10.0.x).
- ❒ To print from a Macintosh, PostScript 3 option is required.

Changing to EtherTalk

Follow the procedure below to configure a Macintosh computer to use EtherTalk.

Reference

For more information about installing the software required for EtherTalk, see the Macintosh manuals.

Mac OS

1 Open [Control Panel], and then double-click the AppleTalk icon.

2 On the [Connect via] pop-up menu, click [Ethernet].

3 If you change zones, select a name on the [Current zone] pop-up menu.

4 Close the [AppleTalk] control panel.

5 Click [Save].

6 Restart the Macintosh.

Mac OS X

Note

- ❒ You need an administrator name and a password (phrase). For more information, consult your administrator.

1 Open [System Preferences], and then click the Network icon.

2 From the [show] menu, select [Built-in Ethernet].

3 Click the [AppleTalk] tab.

4 If you change zones, select a name on the [AppleTalk Zone:] pop-up menu.

5 When the setting is complete, click [Apply Now].

Configuring the Printer

Use the control panel to activate the AppleTalk protocol. (The default is active.)

Reference

For more information about configuration, see p.28 "Interface Settings/Network".

Changing the Printer Name

If the network has several similar model printers, the names will be the same. Printers with the same name will have slightly different names in the **[Chooser]** dialog box. For example, three printers named "printer" will appear in the **[Chooser]** dialog box as "printer0", "printer1", and "printer2".

To change the printer name in the Macintosh EtherTalk environment, use Printer Utility for Mac included on the CD-ROM labeled "Printer Drivers and Utilities".

Changing the Zone

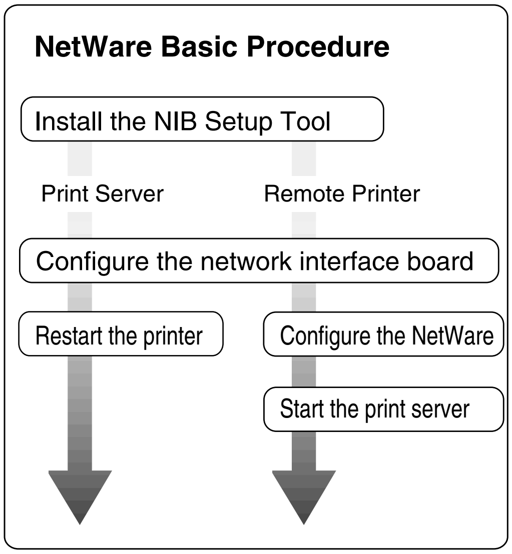
To change the zone configuration in a Macintosh EtherTalk environment, use Printer Utility for Mac included on the CD-ROM labeled "Printer Drivers and Utilities".

Reference

For more information about using Printer Utility for Mac, see *PostScript 3 Supplement*, provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer/Scanner".

Printing with NetWare

This describes how to configure the machine for use as a print server or remote printer in a NetWare environment.


NetWare Basic Procedure
Install the NIB Setup Tool
Print Server
Remote Printer
Configure the network interface board
Restart the printer
Configure the NetWare
Start the print server

This section assumes NetWare is functional and the necessary environment for the NetWare print service is available.

Note

- ❒ NetWare must be set to active using the control panel. For more information about how to set it, see p.15 "Setting Up the Machine on a Network".

❖ SmartDeviceMonitor for Admin

To use a printer in a NetWare environment, configure the NetWare printing environment using SmartDeviceMonitor for Admin.

Note

- ❒ If you configure NetWare printing using SmartDeviceMonitor for Admin under the following environments, NetWare Client from Novell is required:
  - NDS mode in Windows 95/98/Me
  - NDS or Bindery mode in Windows 2000/XP, Windows Server 2003, Windows NT 4.0

❖ Printers listed by SmartDeviceMonitor for Admin

SmartDeviceMonitor for Admin displays a list of printers that are connected to the network.

If you cannot find the printer from the displayed list, refer to the configuration page printed from the machine. For more information about printing a configuration page, see *Printer Reference 2*.

Setting Up as a Print Server

NetWare 3.x

1 **Log on to the file server as a Supervisor, or equivalent.**

2 **Start SmartDeviceMonitor for Admin.**

3 **On the [Group] menu, point to [Search Device], and then click [IPX/SPX].**

A list of machines appears.

4 **In the list, select the printer for which you want to change configuration.**

5 **On the [Tools] menu, click [NIB Setup Tool].**

NIB Setup Tool starts.

6 **Click [Wizard], and then click [OK].**

7 **If necessary, enter the print server name in the [Device Name:] box, and then click [Next >].**

8 **Select the [NetWare] check box, and then click [Next >].**

9 **Click [Bindery Mode], enter the file server name in the [File Server Name:] box, and then click [Next >].**

- In the **[File Server Name:]** box, enter the file server name (up to 47 alphanumeric characters) of the server to make the print server. You can also click **[Browse...]** to select a file server in the **[Browse...]** dialog box.

10 **Enter the print server name in the [Print Server Name:] box, the printer name in the [Printer Name:] box, and the print queue name in the [Print Queue Name:] box, then click [Next >].**

- In the **[Print Server Name:]** box, enter the name of the NetWare print server using up to 47 characters.
- In the **[Printer Name:]** box, enter the name of the NetWare printer using up to 47 characters.
- In the **[Print Queue Name:]** box, enter the name of the print queue to be added to NetWare.

11 **After confirming the settings, click [Next >].**

The settings take effect, and NIB Setup Tool closes.

12 **Quit SmartDeviceMonitor for Admin.**

13 **Restart the printer.**

Note

❒ To make sure the printer is correctly configured, enter the following from the command prompt:

```
F:> USERLIST
```

❒ If the printer works as configured, the name of the print server appears as an attached user.

NetWare 4.x, 5/5.1, 6

Important

❒ You must set up the print server using NDS mode in NetWare 4.x, 5/5.1, 6.

❖ To use NetWare 5/5.1, 6

- Use the printer as a print server. Do not use it as a remote printer in a PureIP environment.
- If you use PureIP, configure the machine to use TCP/IP. For more information about how to make the settings, see p.15 "Setting Up the Machine on a Network".

1 **Log on to the file server as an administrator, or equivalent.**

2 **Start SmartDeviceMonitor for Admin.**

3 **On the [Group] menu, point to [Search Device], and then click [IPX/SPX] or [TCP/IP].**

A list of machines appears.

4 **In the list, select the printer for which you want to change configuration.**

5 **On the [Tools] menu, click [NIB Setup Tool].**

NIB Setup Tool starts.

Reference

If you use NetWare 5/5.1 or NetWare 6 in a PureIP environment, see p.56 "Using PureIP in the NetWare 5/5.1, 6 environment".

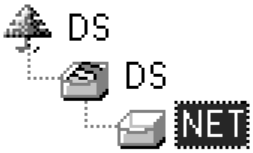
6 **Click [Wizard], and then click [OK].**

7 **If necessary, enter the print server name in the [Device Name:] box, and then click [Next >].**

8 **Select the [NetWare] check box, and then click [Next >].**

9 **Click [NDS Mode:], enter the file server name in the [File Server Name:] box, the NDS tree name in the [NDS Tree:] box and the context in the [NDS Context:] box, and then click [Next >].**

- In the **[File Server Name:]** box, enter the file server name (up to 47 alphanumeric characters) of the server to make the print server. You can also click **[Browse...]** to select a file server in the **[Browse...]** dialog box.
- In the **[NDS Tree:]** box, enter the NDS tree name (using up to 32 alphanumeric characters ("-" and "_" can be used)) of the NDS tree in which you want to make the print server. **[Browse...]** to select an NDS tree from those listed in the **[Browse...]** dialog box.
- In the **[NDS Context:]** box, enter the NDS context in which to make the print server. As context, object names are entered in lower object order and divided by a period. For example, if you want to create a print server in NET under DS, enter "NET.DS".



10 **Enter the print server name in the [Print Server Name:] box, the printer name in the [Printer Name:] box, the print queue name in the [Print Queue Name:] box, and the print queue volume in the [Queue Volume:], and then click [Next >].**

- In the **[Print Server Name:]** box, enter the name of the NetWare print server using up to 47 characters.
- In the **[Printer Name:]** box, enter the name of the NetWare printer using up to 47 characters.
- In the **[Print Queue Name:]** box, enter the name of the print queue to be added to NetWare.
- In **[Queue Volume:]**, enter the print queue volume. As a volume, object names are entered from a lower object and divided by a period. You can also click **[Browse...]** to select a volume in the **[Browse...]** dialog box.

11 **After confirming the settings, click [Next >].**

12 **Click [Finish].**

The settings take effect, and NIB Setup Tool closes.

13 **Quit SmartDeviceMonitor for Admin.**

14 **Restart the printer.**

Note

- ❒ To make sure the printer is correctly configured, enter the following from the command prompt:

```
F:>NLIST USER /A/B
```

- ❒ If the printer works as configured, the name of the print server appears as an attached user.

Using PureIP in the NetWare 5/5.1, 6 environment

Note

- ❒ When not using IPX, it is recommended that you change the print server protocol in the Web browser from **[TCP/IP+IPX]** to **[TCP/IP]**.

1 **Log on to the file server as an administrator, or equivalent.**

2 **Start SmartDeviceMonitor for Admin.**

3 **On the [Group] menu, point to [Search Device], and then click [IPX/SPX].**

A list of machines appears.

4 **In the list, select the printer for which you want to change configuration.**

5 **On the [Tools] menu, click [NIB Setup Tool].**

NIB Setup Tool starts.

6 **Click [Property Sheet], and then click [OK].**

7 **If necessary, enter the print server name in the [Device Name:] box.**

8 **Click the [NetWare] tab, and then make the following settings:**

➊ **In the [Logon Mode] area, click [File Server Mode] or [NDS Mode:].**

Note

- ❒ If **[File Server Mode]** is selected, a connecting destination will be chosen based on the string entered in step ➌.
- ❒ If **[NDS Mode:]** is selected, a connecting destination will be chosen based on the string entered in step ➍.

➋ **In the [Print Server Name:] box, enter the print server name.**

Limitation

- ❒ Enter up to 47 alphanumeric characters.

➌ **In the [File Server Name:] box, enter the name of the file server in which the print server is to be created.**

By clicking **[Browse...]**, you can select a file server among those listed in the **[Browse...]** dialog box.

Limitation

- ❒ Enter up to 47 alphanumeric characters.

➍ **In the [NDS Tree:] box, enter the NDS tree name in which to make the file server.**

By clicking **[Browse...]**, you can select the NDS tree name and NDS context name from their lists.

Limitation

- ❒ Enter up to 32 alphanumeric characters ("-" and "_" can be used).

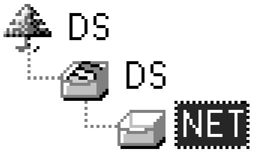
➎ **In the [NDS Context:] box, enter the context of the print server.**

Limitation

- ❒ Enter up to 127 alphanumeric characters.

Note

- ❒ As context, object names are entered in lower object order and divided by a period. For example, if you want to create a print server into NET under d, enter “d”.



❻ **In the [Print Server Operation Mode] area, click [As Print Server].**

❼ **Click [OK] to close the [NIB Setup Tool - Network board list] dialog box.**

9 Quit SmartDeviceMonitor for Admin.

After this step, operate the machine by following the procedure from step 9 on p.59 “NetWare 4.x, 5/5.1, 6”. However, steps 14-❸ and 14-❹ are not required.

Setting Up as a Remote Printer

NetWare 3.x

1 Log on to the file server as an administrator, or equivalent.

2 Start SmartDeviceMonitor for Admin.

3 On the [Group] menu, point to [Search Device], and then click [IPX/SPX].

A list of machines appears.

4 In the list, select the printer for which you want to change configuration.

5 On the [Tools] menu, click [NIB Setup Tool].

NIB Setup Tool starts.

6 Click [Property Sheet], and then click [OK].

The **[NIB Setup Tool - Network board list]** dialog box appears.

7 Click the [NetWare] tab, and then make the following settings:

❶ **In the [Print Server Name:] box, enter the name of the print server.**

Limitation

- ❒ Enter up to 47 alphanumeric characters.

❷ **In the [File Server Name:] box, enter the name of the file server in which a print server is to be created.**

By clicking **[Browse...]**, you can select a file server among those listed in the **[Browse...]** dialog box.

Limitation

- ❒ Enter up to 47 alphanumeric characters.

❸ **In the [Print Server Operation Mode] area, click [As Remote Printer].**

❹ **In the [Remote Printer No.] box, enter the printer number.**

Important

- ❒ Use the same printer number as that to be created in the print server.

❺ **Click [OK] to close the [NIB Setup Tool - Network board list] dialog box.**

8 Quit SmartDeviceMonitor for Admin.

9 Enter "PCONSOLE" from the command prompt.

```
F:> PCONSOLE
```

10 Create a print queue as follows:

Note

❒ If you are using a currently defined print queue, proceed to step 11

❶ **On the [Available Options] menu, click [Print Queue Information], and then press the 【ENTER】 key.**

❷ **Press the 【INSERT】 key, and then enter a print queue name.**

❸ **Press the 【ESCAPE】 key to return to the [Available Options] menu.**

11 Create a printer as follows:

❶ **On the [Available Options] menu, click [Print Server Information], and then press the 【ENTER】 key.**

❷ **To create a new print server, press the 【INSERT】 key, and then enter a print server name.**

Note

❒ If you are using a currently defined print server, select one of the print servers shown in the **[Print Server]** list.

Important

❒ Use the same name as that specified in NIB Setup Tool. (Step 7-❶).

❸ **On the [Print Server Information] menu, click [Print Server Configuration].**

❹ **On the [Print Server Configuration] menu, click [Printer Configuration].**

❺ **Select the printer indicated as "Not Installed".**

Important

❒ Use the same number as that specified as the Remote Printer No. using NIB Setup Tool. (Step 7-❹).

❻ **If you want to change the printer name, enter a new name.**

Note

❒ The name "Printer x" is assigned to the printer. "x" stands for the number of the selected printer.

❼ **Click [Remote Parallel, LPT1] as the printer type.**

IRQ, Buffer size, Starting form, and Queue service mode are automatically configured.

❽ **Press the 【ESC】 key, and then click [Yes] when the confirmation message appears.**

❾ **Press the 【ESC】 key to return to the [Print Server Configuration] menu.**

12 Assign print queues to the created printer as follows:

❶ **On the [Print Server Configuration] menu, click [Queues Serviced By Printer].**

❷ **Select the printer created in step 11.**

❸ **Press the 【INSERT】 key to select a queue serviced by the printer.**

Note

❒ You can select more than one queue at a time.

❹ **Follow the instructions on screen to make other necessary settings.**

When you have finished the above procedure, make sure the queues are assigned.

13 Press the 【ESC】 key until the "Exit?" appears, and then click [Yes] to quit PCONSOLE.

14 Start the print server by entering the following from the NetWare server's keyboard.

If it is running, restart after quitting.

❖ To quit

```
CAREE: unload pserver
```

❖ To start

```
CAREE: load pserver
print_server_name
```

Note

- ❒ If the printer works as configured, "Waiting for job" appears.
- ❒ NetWare 3.x ends here.

NetWare 4.x, 5/5.1, 6

1 Log on to the file server as an administrator, or equivalent.

2 Start SmartDeviceMonitor for Admin.

3 On the [Group] menu, point to [Search Device], and then click [IPX/SPX].

A list of machines appears.

4 In the list, select the printer for which you want to change configuration.

5 On the [Tools] menu, click [NIB Setup Tool].

NIB Setup Tool starts.

6 Click [Property Sheet], and then click [OK].

The **[NIB Setup Tool - Network board list]** dialog box appears.

7 Click the [NetWare] tab, and then make the following settings:

❶ In the [Logon Mode] area, select [File Server Mode] or [NDS Mode:].

Note

- ❒ If **[File Server Mode]** is selected, a connecting destination will be chosen based on the string entered in step ❸.
- ❒ If **[NDS Mode:]** is selected, a connecting destination will be chosen based on the string entered in step ❹.

❷ In the [Print Server Name:] box, enter the name of the print server.

Important

- ❒ Use the same name as that of the print server name to be set from NWadmin (13-❸).

Limitation

- ❒ Enter up to 47 alphanumeric characters.

❸ In the [File Server Name:] box, enter the name of the file server in which a print server is to be created.

By clicking **[Browse...]**, you can select a file server among those listed in the **[Browse...]** dialog box.

Limitation

- ❒ Enter up to 47 alphanumeric characters.

❹ In the [NDS Tree:] box, enter the NDS tree name in which to make the file server.

By clicking **[Browse...]**, you can select the NDS tree name and NDS context name from their lists.

Limitation

- ❒ Enter up to 32 alphanumeric characters ("-" and "_" can be used).

❺ In the [NDS Context:] box, enter the context in which the print server is to be created.

Limitation

- ❒ Enter up to 127 alphanumeric characters.

❻ In the [Print Server Operation Mode] area, click [As Remote Printer].

❼ In the [Remote Printer No.] box, enter the number of the printer.

Important

- ❒ Use the same number as that of the printer to be created in the print server (**14**-❹.)

❽ Click [OK] to close the [NIB Setup Tool - Network board list] dialog box.

8 Quit SmartDeviceMonitor for Admin.

9 On Windows, start NWadmin.

Reference

For more information about NWadmin, see the operating instructions that come with the NetWare.

10 Create a print queue as follows:

Note

- ❒ If you are using a currently defined print queue, proceed to step **11**.

❶ Select the container object the print queue is located in from those in the directory tree, and then click [Create] on the [Object] menu.

❷ In the [Class of new object] box, click [Print Queue], and then click [OK].

❸ In the [Print Queue name] box, enter the name of the print queue.

❹ In the [Print Queue Volume] box, click [Browse].

❺ In the [Available objects] box, click the volume in which the print queue is created, and then click [OK].

❻ After checking the settings, click [Create].

11 Create a printer as follows:

❶ Select the container object where the printer is located, and then click [Create] on the [Object] menu.

❷ In the [Class of new object] box, click [Printer], and then click [OK]. If you are using NetWare 5/5.1, 6, click [Printer (Non NDPS)].

❸ In the [Printer name] box, enter the name of the printer.

❹ Select the [Define additional properties] check box, and then click [Create].

12 Assign print queues to the created printer as follows:

❶ Click [Assignments], and then click [Add] in the [Assignments] area.

❷ In the [Available objects] box, click the queue created in step 11, and then click [OK].

❸ Click [Configuration], and in the [Printer type] list, click [Parallel], and then click [Communication].

❹ In the [Communication type] area, click [Manual load], and then click [OK].

❺ **After checking the settings, click [OK].**

13 Create a print server as follows:

❶ **Select the context specified using NIB Setup Tool (Step 7-❷), and on the [Object] menu, click [Create].**

❷ **In the [Class of new object] list, click [Print Server], and then click [OK].**

If you are using NetWare 5/5.1, 6, click **[Print Server (Non NDPS)]**.

❸ **In the [Print Server name] box, enter the name of the print server.**

Important

❒ Use the same name as that specified using NIB Setup Tool (step 7-❷).

❹ **Select the [Define additional properties] check box, and then click [Create].**

14 Assign the printer to the created print server as follows:

❶ **Click [Assignments], and then click [Add] in the [Assignments] area.**

❷ **In the [Available objects] box, click the queue created in step 10, and then click [OK].**

❸ **In the [Printers] box, click the printer assigned in step ❷, and then click [Printer Number].**

❹ **Enter the printer number, and then click [OK].**

Important

❒ Use the same number as that specified as Remote Printer No. using NIB Setup Tool (step 7-❼).

❺ **After checking the settings, click [OK].**

15 Start the print server by entering the following from the NetWare server's keyboard.

If it is running, restart after quitting.

❖ **To quit**

```
CAREE: unload pserver
```

❖ **To start**

```
CAREE: load pserver
print_server_name
```

Setting Up a Client Computer

This describes how to set up a client computer when using a NetWare print server.

Note

❒ Use the version of Novell Client provided with your operating system, or the latest version.

❒ This section assumes the client computer has NetWare client applications installed and is correctly configured to communicate with a NetWare print server. If it is not, install the necessary applications before starting the setting up procedure.

Windows 95/98/Me

Follow the procedure below to set up a Windows 95/98/Me client computer:

Preparation

Log on to the NetWare file server before starting the following procedure:

1 Install the printer driver you want to use as "local printer".

Reference

For more information about installing the printer driver, see *Printer Reference 1*.

Note

- ❒ Any port can be selected during installation. However, LPT1 is recommended.

2 **On the [Start] menu, point to [Settings], and then click [Printers].**

3 **In the [Printers] window, click the icon of the printer you want to use.**

4 **On the [File] menu, click [Properties].**

5 **Click the [Details] tab, and then click [Add Port].**

6 **Click [Network], and then click [Browse].**

7 **In the tree pane, double-click the name of the file server.**

The queues are displayed.

8 **Select the queue you want to print, and then click [OK].**

9 **Click [OK].**

In the **[Print to the following port]** box, a network path to the printer appears.

10 **Click [OK] to close the printer properties dialog box, and open it again.**

11 **Click the [Printer Settings] tab.**

12 **Clear the [Form feed] and [Enable banner] check boxes.**

Note

- ❒ You do not have to select these boxes because they should be specified in the printer driver. If they are selected, the printer might not print correctly.

When using the PostScript printer driver

Follow the procedure below to set the PostScript printer driver:

❶ **Click the [PostScript] tab.**

❷ **Click [Advanced].**

❸ **Clear the [Send CTRL+D before job] and [Send CTRL+D after job] check boxes.**

13 **Click [OK] to close the printer properties dialog box.**

Windows 2000/XP, Windows NT 4.0

Follow the procedure below to set up a Windows 2000/XP, Windows NT 4.0 client computer.

Preparation

Log on to the NetWare file server before starting the following procedure:

1 **Double-click [My Network Places], navigate to the queue you want to use, and then double-click it.**

The **[Printers]** dialog box appears.

Note

- ❒ When using Windows NT 4.0, the Network Neighborhood icon appears on the desktop instead of the My Network Places icon.

2 **Click [Yes], and then click [OK].**

Add Printer Wizard starts.

3 **Insert the CD-ROM labeled "Printer Drivers and Utilities" into the CD-ROM drive, and then click [Have Disk].**

If the setup menu starts automatically, you can proceed to the next step. If not, see *Printer Reference 1*.

4 **Follow the instructions on screen to complete installation of the printer driver.**

NDPS

The machine operates using NDPS. Operating requirements are as follows:

- NetWare Version: 5/5.1, 6

❖ Printer Drivers and Operating Systems

Printer driver	Operating system
PCL	Windows 95/98/Me Windows 2000 Windows XP Professional Windows NT 4.0
PostScript 3	Windows 95/98/Me Windows 2000 Windows XP Professional Windows NT 4.0

To use the machine with NDPS, NDPS Gateway is required.

- Novell NDPS Gateway
  For more information about using Novell NDPS Gateway, see the manual provided with it.
- Custom NDPS Gateway
  For more information about using Custom NDPS Gateway, consult your authorized retailer.

iPrint

This machine does not support iPrint.

6. Using SmartDeviceMonitor for Client

SmartDeviceMonitor for Client

SmartDeviceMonitor for Client is equipped with the following functions. We recommend all users of this printer to install this software.

❖ Protocol Stack

Operating system	Protocol stack
Microsoft Windows 95/98/Me	TCP/IP provided with Windows 95/98/Me IPX/SPX provided with Windows 95/98/Me NetBEUI provided with Windows 95/98/Me NetWare network client provided with Windows 95/98/Me Novell Client for Windows 95/98/Me
Microsoft Windows 2000	TCP/IP provided with Windows 2000 IPX/SPX provided with Windows 2000 NetBEUI provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client for Windows NT/2000/XP
Microsoft Windows XP	TCP/IP provided with Windows XP IPX/SPX provided with Windows XP NetWare Client provided with Windows XP Novell Client for Windows NT/2000/XP
Microsoft Windows Server 2003	TCP/IP provided with Windows Server 2003 IPX/SPX provided with Windows Server 2003
Microsoft Windows NT 4.0	TCP/IP provided with Windows NT 4.0 IPX/SPX provided with Windows NT 4.0 NetBEUI provided with Windows NT 4.0 Client Service for NetWare provided with Windows NT 4.0 Novell Client for Windows NT/2000/XP

❖ What can it do?

- Peer-to-Peer print function
  - Print directly on the network printer without a print server.
  - Print on a substitute printer if too many jobs accumulate in the specified printer, or if an error disables printing (Recovery Printing).
  - Allocate multiple printings to multiple printers (Parallel Printing).
  - Perform prior group registration of printers specified for Recovery Printing /Parallel Printing.
- Notification function
  - An error message appears if there is an error on the specified printer during transfer or printing of data.
  - A window opens to notify you of print completion. You can also select to be notified of the print condition, such as displaying the notice only when Recovery Printing is executed.
  - A completion message appears after printing, document storage, and LAN-Fax transmission.
- Display an error message if an error occurs during printing or transmission of a print job.
- Monitoring function
  - Check the equipment to give you information about printing, paper levels, etc., via your computer.
  - Simultaneously monitor multiple printers in use.
  - Check the printer's network settings and detailed information of devices.
  - Check the print job log using the user ID.
- Receive the reports of print completion and document storage using the printer function, and print completion, document storage and transmission by the LAN-Fax function.
- Display up to 100 print jobs.

Limitation

❒ Make the same settings for the option configuration of the printer for Recovery/Parallel Printing and the printer for giving print commands. If the options necessary for printing, such as the paper feed unit, are not installed on the substitute printer, that function is disabled.

❒ Load paper of the same size on both the printer for Recovery/Parallel Printing and the printer for giving print commands. When specifying a particular paper tray for printing, load paper of the same size into that tray.

❒ If the type and devices of the printer for Recovery/Parallel Printing and the printer for giving commands are different, print results might not be identical.

❒ If you select Sample Print or Locked Print, you cannot execute Recovery/Parallel Printing.

Reference

For more information about using Recovery Printing/Parallel Printing, see SmartDeviceMonitor for Client Help.

Setting the Network Monitoring Function

To view the status of machines using SmartDeviceMonitor for Client, you must configure SmartDeviceMonitor for Client in advance, so that it monitors the machine whose status you want to view.

1 Start SmartDeviceMonitor for Client.

The SmartDeviceMonitor for Client icon appears at the right end of the taskbar.

2 Right-click the SmartDeviceMonitor for Client icon, and check the desired machine is on the shortcut menu that appears.

For details about the machine status icon, see SmartDeviceMonitor for Client Help.

3 If the desired machine does not appear, click [Options...] on the shortcut menu.

The **[SmartDeviceMonitor for Client - Options]** dialog box appears.

4 Select the machine to be monitored, and select the [To be Monitored] check box.

Note

❒ Selecting the **[Displayed on Task Bar]** check box will bring up the status of a machine on the SmartDeviceMonitor for Client icon on the taskbar.

5 Click [OK].

The dialog box closes and the selected machine is monitored.

Displaying the Status of Machines

Follow the procedure below to monitor machine status using SmartDeviceMonitor for Client.

1 **Start SmartDeviceMonitor for Client.**

2 **The status of machines is displayed on the SmartDeviceMonitor for Client icon on the taskbar.**

Note

- ❒ For more information about status icons, see SmartDeviceMonitor for Client Help.

3 **For further information on status, right-click the SmartDeviceMonitor for Client icon, and then select the desired machine.**

The status of the machine is displayed in the dialog box.

Note

- ❒ For more information about each item in the dialog box, see SmartDeviceMonitor for Client Help.

7. Using SmartDeviceMonitor for Admin

SmartDeviceMonitor for Admin

Using SmartDeviceMonitor for Admin, not only can you monitor the status of network printers, but you can also change the configuration of the network interface board using TCP/IP or IPX/SPX protocol.

❖ Protocol Stack

Operating system	Protocol stack
Microsoft Windows 95/98/Me	TCP/IP provided with Windows 95/98/Me IPX [1] /SPX provided with Windows 95/98/Me NetWare network client provided with Windows 95/98/Me Novell Client for Windows 95/98/Me
Microsoft Windows 2000	TCP/IP provided with Windows 2000 IPX [1] /SPX provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client for Windows NT/2000/XP
Microsoft Windows XP	TCP/IP provided with Windows XP IPX [1] /SPX provided with Windows XP Novell Client for Windows NT/2000/XP
Microsoft Windows Server 2003	TCP/IP provided with Windows Server 2003 IPX [1] /SPX provided with Windows Server 2003 NetWare Client provided with Windows Server 2003
Microsoft Windows NT 4.0	TCP/IP provided with Windows NT 4.0 IPX [1] /SPX provided with Windows NT 4.0 Client Service for NetWare provided with Windows NT 4.0 Novell Client for Windows NT/2000/XP

[1] IPX is used for monitoring the machines.

❖ What can it do?

- Limit settings done from the control panel, and disable changes made to certain items.
- Select of paper type loaded in the machine.
- Switch to, and come out of Energy Saver mode.
- Check information about printing, paper quantity, etc.
- Simultaneously monitor multiple printers. When there are many printers, you can create groups and classify printers to facilitate management.
- Check the machine's network settings and detailed device information.
- Change the machine's network settings.
- Check details of print jobs sent from a computer.
- Check job histories of printed, faxed (LAN-Fax), scanned, and photocopied documents identified by user codes.
- Select functions such as printing and scanning for each user code.
- Change and save numbers and e-mail addresses stored in the machine by computer.
- Check each fax job history entry.
- Check settings for and display the status changes of group devices.
- Using Address Management Tool, manage LAN-Fax numbers, and addresses for sending and receiving Internet faxes.
- Protect the e-mail sender’s name and folder.

Reference

For more information about these settings, see SmartDeviceMonitor for Admin Help.

Limitation

❒ TCP/IP is required for the following functions:

- Using Tools
    - Locking the Control Panel Menu
    - Selecting the Paper Type
    - Managing User Information
    - Address Management Tool
    - Loading Fax Journal
    - Starting the Web browser using SmartDeviceMonitor for Admin

Changing the Network Interface Board Configuration

Limitation

- ❒ Internet Explorer 4.01 or a later version is required to use NIB Setup Tool.

1 **Start SmartDeviceMonitor for Admin.**

2 **On the [Group] menu, point to [Search Device], and then click [TCP/IP] or [IPX/SPX].**

A list of machines appears.

Note

- ❒ Select the protocol of the machine for which you want to change configuration.

3 **In the list, select the machine for which you want to change configuration.**

4 **On the [Tools] menu, click [NIB Setup Tool].**

NIB Setup Tool starts.

5 **Click [Property Sheet], and then click [OK].**

6 **Change the device name and comment.**

7 **Click [OK].**

Confirmation message appears.

8 **Click [OK].**

Note

- ❒ For more information about changing machine names, comments, and other items, see NIB Setup Tool Help.

Displaying Machine Status

Follow the procedure below view the status of machines using SmartDeviceMonitor for Admin.

1 **Start SmartDeviceMonitor for Admin.**

2 **On the [Group] menu, point to [Search Device], and then click [TCP/IP] or [IPX/SPX].**

The status of machines is indicated by an icon in the list.

Note

- ❒ For more information about status icons, see SmartDeviceMonitor for Admin Help.

3 **For further information, select the desired machine in the list, and then click [Open] on the [Device] menu.**

The status of the machine is displayed in the dialog box.

Note

- ❒ For more information about each item in the dialog box, see SmartDeviceMonitor for Admin Help.

Locking the Control Panel Menu

1 Start SmartDeviceMonitor for Admin.

2 On the [Group] menu, point to [Search Device], and then click [TCP/IP] or [IPX/SPX].

A list of machines appears.

Note

❒ Select the protocol of the machine for which you want to change configuration.

3 In the list, select the machine for which you want to change configuration.

4 On the [Tools] menu, point to [Device Settings], and then click [Lock Operation Panel Menu].

The dialog box for entering the password appears.

5 Enter your user name and password, and then click [OK].

Note

❒ To use the factory default account, enter no user name and enter "password" for the password.

6 On "Lock Printer Operation Panel", click [Enable], and then click the Apply icon.

Reference

For more information about viewing status information and changing settings using a Web browser, see Help on the Web browser.

Selecting the Paper Type

1 Start SmartDeviceMonitor for Admin.

2 On the [Group] menu, point to [Search Device], and then click [TCP/IP] or [IPX/SPX].

A list of machines appears.

Note

❒ Select the protocol of the machine for which you want to change configuration.

3 In the list, select the machine for which you want to change configuration.

4 On the [Tools] menu, point to [Device Settings], and then click [Select Paper Type].

The dialog box for entering the password appears.

5 Enter your user name and password, and then click [OK].

Note

❒ To use the factory default account, enter no user name and enter "password" for the password.

Check the paper type on the Web browser, and make the paper settings.

Reference

For more information about viewing status information and changing settings using a Web browser, see Help on the Web browser.

Managing User Information

1. **Start SmartDeviceMonitor for Admin.**
2. **On the [Group] menu, point to [Search Device], and then click [TCP/IP] or [IPX/SPX].**

   A list of machines appears.

   Note

   ❒ Select the protocol of the machine for which you want to change configuration.
3. **In the list, select the machine for which you want to change configuration.**
4. **On the [Tools] menu, click [User Management Tool].**

   The dialog box for entering the password appears.
5. **Enter the password, and then click [OK].**

   Note

   ❒ The factory default password is “password”.

   User Management Tool starts.

   For more information about using User Management Tool, see User Management Tool Help.

Loading Fax Journal

1. **Start SmartDeviceMonitor for Admin.**
2. **On the [Group] menu, point to [Search Device], and then click [TCP/IP] or [IPX/SPX].**

   A list of machines appears.

   Note

   ❒ Select the protocol of the machine for which you want to change configuration.
3. **In the list, select the machine for which you want to change configuration.**
4. **On the [Tools] menu, click [Load Fax Journal].**
5. **Check the Load Fax Journal area that appears in the Web browser, and change the settings.**

   For details, see Help on the Web browser.

Managing Address Information

1 **Start SmartDeviceMonitor for Admin.**

2 **On the [Group] menu, point to [Search Device], and then click [TCP/IP] or [IPX/SPX].**

A list of machines appears.

Note

- ❒ Select the protocol of the machine for which you want to change configuration.

3 **In the list, select the machine for which you want to change configuration.**

4 **On the [Tools] menu, click [Address Management Tool].**

The dialog box for entering the password appears.

5 **Enter the password, and then click [OK].**

Note

- ❒ The factory default password is “password”.

Address Management Tool starts.

Reference

For more information about Address Management Tool, see Address Management Tool Help.

Configuring Energy Saver Mode

1 **Start SmartDeviceMonitor for Admin.**

2 **On the [Group] menu, point to [Search Device], and then click [TCP/IP] or [IPX/SPX].**

A list of machines appears.

3 **On the [Group] menu, point to [Energy Saver Mode].**

For more information about the Energy Saver Mode settings, see SmartDeviceMonitor for Admin Help.

Note

- ❒ Point to **[Set by Group]** if you want to change all devices in the area.
- ❒ Point to **[Set Individually]** if you want to change only selected devices.
- ❒ When you point to **[Set Individually]**, **[Timer Settings]** is not displayed.

8. Configuring the Network Interface Board Using a Web Browser

You can check the status of a machine and change its settings using the Web browser.

❖ What can it do?

You can remotely check the status of a machine or specify its settings over the network using a computer's Web browser.
The following functions are available with Web browser:

- Displaying machine status/settings
- Checking print job status and history, or deleting the print job
- Managing the Address Book
- Making machine settings

❖ Configuring the machine

This requires TCP/IP to be installed. After the machine has been configured to use TCP/IP, it will be possible to adjust settings using a Web browser.

Reference

For more information about configuring the machine to use TCP/IP, see p.15 “Setting Up the Machine on a Network”.

❖ Browser

- Windows
  - Microsoft Internet Explorer 5.5 or later
  - Netscape Navigator 6.2 or later
- Macintosh
  - Netscape Navigator 6.2 or later

Limitation

❒ If the Web browser in use is older than the recommended version or **[JavaScript]** and **[Cookie]** are not available, display and operation problems may occur.

❒ If you are using a proxy server, change the Web browser settings. Consult your network administrator about the settings.

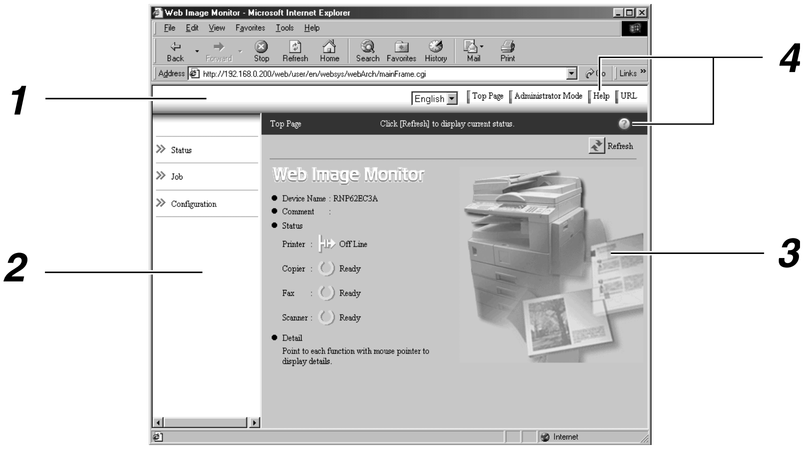
❒ Sometimes after clicking **[Back]**, the previous page may not appear. In this case, click **[Refresh]** or **[Reload]**.

❒ This machine information cannot be refreshed automatically. Click **[Reload]** or **[Refresh]** on the Web browser, or click **[Refresh]** on the work area when you want to refresh the machine information.

❖ Specifying the address

In the **[Address]** box, enter the address (for example http://XXX.XXX,XXX,XXX, where the Xs are the numbers of the IP address).
If the host name of the machine is registered on the DNS server or WINS server, you can enter it.

Going to the Top Page


1
2
3
4
Web Image Monitor - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print
Address
Go
Links
English
Top Page
Administrator Mode
Help
URL
Top Page
Status
Job
Configuration
Refresh
Web Image Monitor
Internet

http://192.168.0.200/web/user/en/websys/webArch/mainFrame.cgi

Click [Refresh] to display current status.

- Device Name : RNP62EC3A
- Comment :
- Status

Printer : Off Line

Copier : Ready

Fax : Ready

Scanner : Ready

- Detail

Point to each function with mouse pointer to display details.

1. Header area

You can register favorite URLs using **[URL]**. To view the Help section, click **[Help]**.

2. Menu area

These menus are for configuring the network interface board and checking machine status.

3. Status

Displays machine status, network interface board name, and comments.

4. Help

To view the Help section, click **[Help]**.

Types of Menu Configuration and Mode

Items that appear on the menu area differ between user mode and administrator mode.

The work area which appears under the selected menu displays machine status under user mode and machine status and settings under administrator mode.

Note

- ❒ ❍ Indicates machine status can be displayed.
- ❒ ● Indicates machine settings can be changed.

Menu			User mode	Administrator mode
Status	Input Tray		❍	❍
	Output Tray		❍	❍
	Toner		❍	❍
	Function		❍	❍
	System		❍	❍
	Printer Language		❍	❍
Job	Printer	Job History	❍	❍
		Error Log	❍	❍
	Fax History	Transmission	❍	❍
		Reception	❍	❍
		LAN-Fax	❍	❍
Address Book			-	●

Menu				User mode	Administrator mode
Configuration	Paper			-	●
	System			-	●
	Fax	General		❍	●
		Key Operator Tools		-	●
		Parameter Settings		-	●
	Printer			❍	●
	E-mail			❍	●
	Interface			❍	● [1]
	Network	Protocol	Protocol	❍	●
			TCP/IP	❍	●
			NetWare	❍	●
			AppleTalk	❍	●
			SMB	❍	●
			SNMP	-	●
		System Log		❍	❍
	Webpage			❍	●
	Security	Password		-	●
		Access Control		-	●
		IPP Authentication		-	●

[1] You can make the IEEE 802.11b, IEEE 1394, or parallel interface settings. You can also check the Ethernet status.

Reference

For more information about displaying status and changing settings, see p.81 “Using Help on the Web Browser”.

Verifying the Network Interface Board Settings

1. **Start the Web browser.**

2. **In the [Address] box, enter the machine's IP address (for example http://XXX.XXX,XXX,XXX, where the Xs are the numbers of the IP address).**

   The status of the machine you chose appears on the Web browser.

3. **In the menu area, click the selected menu.**

   If a sub-menu appears, click it.

   Reference

   For more information about each item, see p.81 "Using Help on the Web Browser".

Configuring the Network Interface Board Settings

1. **Start the Web browser.**
2. **In the [Address] box, enter the machine's IP address (for example http://XXX.XXX,XXX,XXX, where the Xs are the numbers of the IP address).**

   The status of the machine you chose appears on the Web browser.
3. **Click [Administrator Mode].**

   The dialog box for entering the password and user name appears.
4. **Enter your user name and password, and then click [OK].**

   To use the factory default account, enter no user name and enter "password" for the password.
5. **In the menu area, select the item, and then make the necessary settings.**
6. **Click [Apply].**

   The configuration is transmitted.

   Reference

   For more information about making settings, see p.81 "Using Help on the Web Browser".

Using Help on the Web Browser

When using Help for the first time, clicking either **[Help]** in the header area or the icon marked "?" in the work area makes the following screen appear. From there you can check Help in two different ways, as shown below:

❖ **Checking a Help Using the Internet**

You can check the latest Help updates.

❖ **Downloading and Checking Help**

You can download Help to your computer's hard drive and view it. As the Help URL, you can specify the path to the local file to view the Help without connecting to the Internet.

Note

❒ By clicking **[Help]** in the header area, Help contents normally appear.

❒ By clicking "?", the Help icon in the work area, Help for the items shown in the work area normally appears.

Downloading Help

1 **In the [OS] list, select the operating system.**

2 **In the [Language] list, select the language.**

3 **Click [Download].**

4 **Download Help by following the messages on screen.**

5 **Save the downloaded compressed file, and then decompress it.**

Note

❒ To check the downloaded Help, specify the path where the file is decompressed.

Linking the address (URL) to the [Help] button

You can link the address (URL) of the **【Help】** button to the Help files on the computer or Web server.

① Download the Help files on the computer to the desired location.

② Using a Web browser, navigate to Top Page and click **[Administrator Mode]**.

③ Enter your password, (it is not necessary to enter a user name) and click **[OK]**.

④ Click **[Configuration]**, and then click **[Webpage]**.

⑤ In the **[Help URL]** box, enter the path to the Help files.
If you copied the Help files to "C:\HELP\EN", enter "file://C:/HELP/". For example, if you copied the files to a Web server and the index URL is "http://a.b.c.d/HELP/EN/index.html", enter "http://a.b.c.d/HELP/".

⑥ Click **[Apply]**.

Remote Maintenance by telnet

You can view printer status and configure the network interface board using telnet.

Note

- ❒ You should specify a password so only the network administrator, or a person with network administrator privileges, can use remote maintenance.
- ❒ The password is the same as that used for configuring the network interface board with a Web browser.
- ❒ If you change a password using remote maintenance, the other passwords are also changed.

Using telnet

Follow the procedure below to use telnet.

Limitation

- ❒ Only one person at a time can be logged on to do remote maintenance.

1 **Using the machine's IP address or host name, start telnet.**

```
% telnet IP_address
```

Note

- ❒ In order to use the host name instead of the IP address, you must write it to the hosts file.

2 **Enter the password.**

Note

- ❒ The default is "password".

3 **Enter a command.**

Reference

For more information about telnet commands, see p.84 "Commands List".

4 **Quit telnet.**

```
msh> logout
```

When the configuration changes, a message asks whether the changes should be saved or not.

5 **Enter "yes" to save the changes, and then press the 【ENTER】 key.**

If you do not want to save the changes, enter "no", and then press the 【ENTER】 key. If you want to make additional changes, enter "return", and then press the 【ENTER】 key.

Note

- ❒ If "Cannot write NVRAM information" appears, the changes are not saved. Repeat the steps above, as necessary.
- ❒ The network interface board is automatically reset when the changes are saved.
- ❒ When the network interface board is reset, active print jobs already sent to the machine will be finished. However, jobs not already sent will be canceled.

Commands List

Use the "help" command to display remote maintenance use.

Note

- ❒ Enter "help" to display a list of commands that can be used.

```
msh> help
```

- ❒ Enter "help command_name" to display information about the syntax of that command.

```
msh> help command_name
```

TCP/IP address

Use the "ifconfig" command to configure the Ethernet interface, the IEEE 1394 interface/IEEE 802.11b, and the TCP/IP (IP address, subnet mask, broadcast address, default gateway address) for the machine.

❖ Reference

```
msh> ifconfig
```

❖ Configuration

```
msh> ifconfig interface_name
parameter address
```

Interface name	**Interface to be configured**
ether	Ethernet interface [*1]
ip1394 [*2]	IEEE 1394 interface
wlan [*3]	IEEE 802.11b interface

[*1] If you did not enter an interface name, it will automatically be set to the Ethernet interface.

[*2] Available when the optional 1394 interface board is installed.

[*3] You can specify an interface when installing the optional 802.11b interface unit.

Parameter	**Meaning**
(no parameter)	IP address
netmask	subnet mask
broadcast	broadcast address

❖ Changing the Interface

You can specify either Ethernet interface or IEEE 802.11b interface when using the optional 802.11b interface unit.

```
msh> ifconfig interface up
```

Note

- ❒ You cannot specify the optional IEEE 1394 interface board (ip1394).

The following is a sample configuration, using an IP address of 192.168.15.16 on an Ethernet interface:

```
msh> ifconfig ether
192.168.15.16
```

The following is a sample configuration, using a subnet mask of 255.255.255.0 on an Ethernet interface:

```
msh> ifconfig ether netmask
255.255.255.0
```

Note

- ❒ This affects the configuration of the network interface board on the IP address used.
- ❒ The TCP/IP setting is the same as that of the Ethernet interface and IEEE 802.11b interface.
- ❒ To enter an address using hexadecimal, prefix it with "0x".

Address

❖ Subnet Mask

A number used to numerically "mask" or hide the IP address on the network by eliminating those parts of the address that are alike for all machines on the network.

❖ Broadcast address

A specified address for sending data to specific devices on the network.

Note

- ❒ To get the above addresses, contact your network administrator.
- ❒ If you do not know the address to configure, use the machine's default.
- ❒ The Ethernet interface and IEEE 802.11b interface share the same TCP/IP address. When changing interfaces, the former interface setting is applied to the new interface.
- ❒ When installing the optional 1394 interface board, set the subnet so it does not overlap with the Ethernet interface or the IEEE 1394 interface.

Access control

Use the "access" command to view and configure access control. You can also specify two or more access ranges.

❖ Reference

```
msh> access
```

❖ Configuration

`msh> access ☆ range` ***`start-address end-address`***

- ☆ represents a target number between 1 and 5. (Up to five access ranges can be registered and selected.)

Example: To specify accessible IP addresses between 192.168.0.10 and 192.168.0.20:

```
msh> access 1 range
192.168.0.10 192.168.0.20
```

Note

- ❒ The access range restricts the workstations from which printing is possible by means of an address. If you do not need to restrict printing, make the setting "0.0.0.0".
- ❒ The entry is invalid if the start address is greater than the end address.
- ❒ Up to five access ranges can be specified. The entry is invalid if the target number is omitted.
- ❒ Sessions other than those from a Web browser or telnet are limited by access control.

❖ Access control initialization

```
msh> access flush
```

Note

- ❒ This restores the factory default so all access ranges become "0.0.0.0".

DHCP

Use the "dhcp" command to configure the DHCP settings.

❖ Reference

The following command displays the current DHCP settings.

```
msh> dhcp
```

❖ Configuration

You can configure the DHCP settings.

```
msh> dhcp interface_name
[on|off]
```

Note

- ❒ Select **[on]** to enable DHCP. Select **[off]** to disable DHCP.

❖ Interface Priority Configuration

You can assign priorities governing which interface obtains DHCP parameters.

```
msh> dchp priority
interface_name
```

Note

- ❒ Priority assignment is useful when connecting more than one interface to the machine.
- ❒ If an interface is not selected, it appears according to the currently set priority regardless of multiple interface connections.

Interface name	Interface to be configured
ether	Ethernet interface
wlan [*1]	IEEE 802.11b interface
ip1394 [*2]	IEEE 1394 interface

[*1] Available when the optional 802.11b interface unit is installed.

[*2] Available when the optional 1394 interface board is installed.

Reference

For more information about DHCP, see p.99 "Using DHCP".

Protocol

Use the "set" command to allow or prevent remote access for each protocol.

```
msh> set protocol {up | down}
```

Protocol	
tcpip	"up" means active and "down" means inactive.
appletalk	
netware	
smb	
scsiprint [*1]	
ip1394 [*1]	
lpr	
ftp	
rsh	
diprint	
web	
snmp	
ipp	
http	

[*1] Available when the 1394 interface board is installed.

Note

- ❒ If you prohibit remote access via TCP/IP and then log out, you cannot use remote access. If you did this by mistake, you can use the control panel to allow access by TCP/IP.
- ❒ When you prevent access via TCP/IP, you are also prevented from using ip1394, lpr, ftp, rsh, diprint, web, snmp, ipp, and http.

❖ **Display**

The following command displays current tcpip, appletalk, netware, and smb settings.

```
msh> set protocol
```

Printer status

The following command can be used to get information about the current printer status:

```
msh> command
```

Command	Information that is displayed
status	Status of printer. Information about print jobs.
info	Information about the paper tray, output tray, printer language of printer.
prnlog [ID]	Lists the last 20 print jobs.

Note

- ❒ For more information about print jobs is displayed when the ID number is added after the prnlog command.

Reference

For more information about the meaning of the data returned using these commands, see p.105 "Understanding Displayed Information".

Network interface board configuration settings information

Use the "show" command to display the network interface board configuration settings.

```
msh> show [-p]
```

Note

- ❒ Add "-p" (as above) to have the information displayed one screen at a time.

Reference

For more information about the meaning of the data returned using this command, see p.109 "Configuring the Network Interface Board".

System log information

Use the "syslog" command to display information stored in the system log.

```
msh> syslog
```

Reference

For more information about the displayed information, see p.113 "System Log Information".

SNMP

Use the "snmp" command to display and edit SNMP configuration settings such as the community name.

Limitation

- ❒ The 1394 interface board supports TCP/IP only.

Note

- ❒ You can configure one of ten SNMP access settings numbered 1-10.
- ❒ If you change the community name, you must change your computer settings. See p.101 "SNMP".

❒ Default access settings 1 and 2 are as follows:

Number	1	2
Community name	public	admin
IP address	0.0.0.0	0.0.0.0
Access type	read-only trap off	read-write trap off

❖ Display

Shows SNMP information and available protocols.

```
msh> snmp ?
```

The following command displays the settings of registered number specified.

```
msh> snmp [registered_number]
```

Omitting the number displays all access settings.

```
msh> snmp [-p]
```

Note

❒ Add "-p" (as above) to have the information displayed one screen at a time.

❖ Community name configuration

You can set the community name of the registered number.

```
msh> snmp number name
community_name
```

Note

❒ The community name can consist of up to 15 characters.

❖ Access type configuration

You can select the access type from those listed below:

```
msh> snmp number type
access_type
```

Access type	Type of access permitted
read	Read only
write	Read and write
trap	User notified of trap messages.
no	All access denied.

❖ Protocol configuration

You should use the following command to set protocols to active or inactive. If you set a protocol to inactive, all access settings for that protocol will be disabled:

```
msh> snmp {ip | ipx}
{on | off}
```

- "on" means active, "off" means inactive.

To change an access setting protocol, use the following command. However, if you have disabled a protocol using the above command, making it active here will have no effect.

```
msh> snmp number active
{ip | ipx} {on | off}
```

❖ Access configuration

You can configure a host address according to protocols used.
The network interface board accepts requests only from hosts with "read-only" or "read-write" access type addresses. Enter "0" to have the network interface board accept requests from any host without requiring a specific type of access.

```
msh> snmp number
{ip | ipx} address
```

Note

- To specify TCP/IP protocol, enter “ip” followed by a space, and then the IP address.
- To specify the IPX/SPX protocol, enter “ipx” followed by a space, and then the IPX address followed by a decimal, and then the MAC address of the network interface board.

The following is a sample configuration using the registration number 3 with the IP address 192.168.15.16:

```
msh> snmp 3 ip
192.168.15.16
```

The following is a sample configuration using the registration number 3 with the IPX address 7390A448, and the MAC address 00:00:74:62:5C:65:

```
msh> snmp 3 ipx 7390A448:0000
```

IPP

Use the “ipp” command to configure IPP settings.

❖ Viewing setting

The following command displays the current IPP setting:

```
msh> ipp
```

Example output:

```
timeout=900(sec)
auth=off
```

- The “timeout” setting specifies how many seconds the computer keeps trying to access the network printer to send print jobs if no connection can be made.
- The “auth” setting indicates the user authentication mode.

❖ IPP timeout configuration

Specify how many seconds to wait before canceling a print job if it has been interrupted for some reason. The time can be from 30 to 65535 seconds.

```
msh> ipp timeout
{30 - 65535}
```

❖ IPP user authentication configuration

Use IPP user authentication to restrict printing with IPP to certain users. The default is “off”.

```
msh> ipp auth
{basic|digest|off}
```

- “basic” and “digest” are user authentication settings.
- “off” removes the user authentication.

Note

- If you select “basic” or “digest”, see next section “Configuring IPP user authentication” for how to configure the user name. Up to ten user names are available.

❖ Configuring IPP user authentication

Use the following command:

```
msh> ipp user
```

The following message appears:

```
Input user number (1 to 10):
```

Enter the number, user name, and password.

```
IPP user name:user1 IPP
password:*******
```

After configuring, the following message appears:

```
IPP configuration changed.
```

Direct printing port

The direct printing port allows printing directly from a computer, connected to the network, to the printer.

Use the "diprint" command to change direct printing port settings.

❖ View settings

The following command displays the current direct printing port settings:

```
msh> diprint
```

Example output:

```
port 9100
timeout=300(sec)
bidirect off
```

- "Port" specifies the port number of the direct printing port.
- The "bidirect" setting indicates whether the direct printing port is bidirectional or not.

❖ Setting timeout

You can specify the timeout interval in use when receiving data from the network.

```
msh> diprint timeout
[30~65535]
```

Note

❒ The default is 300 seconds.

❖ Bidirectional configuration for the direct printing port

Use this setting to configure whether the direct printing port is bidirectional or not. The default is "off".

```
msh> diprint bidirect
{on | off}
```

Note

❒ If you select "on", SmartDeviceMonitor for Client or Standard TCP/IP on Windows 2000 might not work correctly.

Netware

Use the "netware" command to configure the NetWare settings such as the print server name or file server name.

```
msh> netware parameter
```

Parameter	Settings
pname	Enter the NetWare print server name using up to 47 characters.
fname	Enter the NetWare file server name using up to 47 characters.
encap [802.3/802.2 /snap/ ethernet2/ auto]	Select the encap type.
rnum	Specify the remote printer number.
timeout	Set the timeout.
mode {pserver | ps}	Select the print server mode.
mode {rprinter | rp}	Select the remote printer mode.
context	Specify the NDS context name.
sap_interval	Specify the SAP intervals. Each interval can be set to between 0 and 3600 seconds in one-second increments.
login server	Specify "login with a selected file server" as the login mode.
login tree	Specify "login with a selected NDS tree" as the login mode.
tree *NDS tree name*	Select the NDS tree to log on to.

SMB

Use the "smb" command to configure or delete the NetBEUI settings such as the computer name or workgroup name.

```
msh> smb parameter
```

Parameter	Settings
comp	Your computer name consisting of up to 15 characters
group	Workgroup name consisting of up to 15 characters
comment	Comment consisting of up to 31 characters
notif {on ❘ off}	You can enable or disable notification of print job completion.
clear comp	Clears the computer name
clear group	Clears the Workgroup name
clear comment	Clears comment

Note

- ❒ You cannot use a computer name starting with "RNP" or "rnp".

ROUTE

Use the "route" command to control the routing table.

This command allows you to configure and display routing information. You can change the network configuration from remote computers using this command.

Note

- ❒ The maximum number of routing tables is 16.

Commands	Topics of setting
route add {host ❘ net} destination [1] gateway [1]	Adds a host/network route to "destination", and a gateway address to "gateway" in the table. Host becomes the default.
route delete {host ❘ net} destination [1]	Deletes a host/network route from the table. Host becomes the default.
route get {destination [1] }	Displays only route information corresponding to a specified destination. When the destination is unspecified, all routing information is displayed.
route active {host ❘ net} destination [1] on/off	You can turn the specified destination on or off. Host becomes the default.
route add default gateway [1]	You can set the default gateway address.
route flush	Deletes all routing information.

[1] IP address

SLP

Use the "slp" command to configure SLP settings.

You can search the NetWare server using SLP in the PureIP environment of NetWare5/5.1, 6. Use the "slp" command to configure the value of TTL used by the SLP multi-cast-packet.

Note

- ❒ The default value of TTL is "1". A search is executed only within a local segment. If the router does not support multi-cast, the settings are not available even if the TTL value is increased.
- ❒ The acceptable TTL value is 1 - 255.

```
msh> slp ttl {1 - 255}
```

SPRINT

Use the “sprint” command to view and configure SCSI print (SBP-2) on IEEE 1394.

Limitation

- ❒ You can use this function when the optional IEEE 1394 board is installed.

❖ Viewing settings

The following command displays the current IEEE 1394 (SCSI print) settings:

```
msh> sprint
```

❖ Bidirectional configuration for IEEE 1394 (SCSI print)

```
msh> sprint bidi {on | off}
```

Use this setting to select whether IEEE 1394 (SCSI print) is bidirectional or not. The default is “on”.

Setting IEEE 802.11b

Use the “wiconfig” command to configure IEEE 802.11b settings.

Limitation

- ❒ You can make settings when installing the optional 802.11b interface unit.

❖ View settings

The following command displays the current IEEE 802.11b settings.

```
msh> wiconfig
```

The following command displays the IEEE 802.11b card information.

```
msh> wiconfig cardinfo
```

Note

- ❒ If the IEEE 802.11b interface is not working correctly, the IEEE 802.11b card information is not displayed.

❖ Configuration

```
msh> wiconfig parameter
```

Parameter	Value to be configured
mode [ap | 802.11adhoc | adhoc]	You can set infrastructure mode (ap), 802.11 ad hoc mode (802.11adhoc), or ad hoc mode (adhoc). The default is 802.11 ad hoc mode.
ssid *ID value*	You can set SSID in infrastructure mode. The characters that can be used are ASCII 0x20-0x7e (32 bytes). SSID value is set automatically to the nearest access point if the setting has not been made. If the setting has not been made for ad hoc mode, the same value as for infrastructure mode or an “ASSID” value is automatically set.
channel frequency *channel no.*	You can set the channel. You can specify from the following channels: • Metric Version : 1-13 • Inch Version : 1-11 Set the same channel for all the machines you are using.

Parameter	Value to be configured
enc [on | off]	You can enable or disable the WEP function. To enable the WEP function, select [on]; to disable it, select [off]. To start the WEP function, enter the correct WEP key.
key [*key value*]	64-bit or 128-bit can be set. Only 10 hexadecimal characters can be set when using 64-bit; or 26 hexadecimal characters when using 128-bit. Also, set 0x as the prefix. To use this function, set the same WEP key for all ports that transmit to each other.
auth [open | shared]	You can set the authorized mode when using WEP. The specified value and the authorized mode are as follows: open: Open system authorized (default) shared: Shared key authorized
rate [auto | 11m | 5.5m | 2m | 1m]	You can set the IEEE 802.11b transmission speed. The transmission speed you specify here is the speed at which data is sent. You can receive data at any speed. auto: automatically set (default) 11m: 11 Mbps fixed 5.5m: 5.5 Mbps fixed 2m: 2 Mbps fixed 1m: 1 Mbps fixed

Note

- When changing the interface to IEEE 802.11b, see p.84 "TCP/IP address".
- When configuring the IEEE 802.11b TCP/IP, see p.84 "TCP/IP address".

Changing the host name

Use the "hostname" command to change the printer name.

```
msh> hostname interface_name printer_name
```

Interface name	Interface to be configured
ether	Ethernet interface [*1]
wlan [*2]	IEEE 802.11b interface
ip1394 [*3]	IEEE 1394 interface

[*1] If you did not enter the interface name, it will be automatically set to the Ethernet interface.

[*2] Available when the optional 802.11b interface unit is installed.

[*3] Available when the optional 1394 interface board is installed.

Note

- Enter the printer name using up to 15 characters.
- You cannot use a printer name starting with “RNP” or “rnp”.
- The Ethernet interface and IEEE 802.11b interface will have the same printer name.

WINS

Use the “wins” command to configure WINS server settings.

❖ Viewing setting

The following command displays the WINS server IP address:

```
msh> wins
```

Example output:

```
msh> wins
WINS Configuration:
interface_name:
WINS: On
primary server 0.0.0.0
secondary server 0.0.0.0
ScopeID
Current configuration:
primary server 0.0.0.0
secondary server 0.0.0.0
hostname host_name ScopeID
```

Note

- If the IP address obtained from DHCP differs from the WINS IP address, the DHCP address is the valid address.

❖ Configuration

Use the “set” command to make WINS active or inactive.

```
msh> wins interface_name {on | off}
```

- “on” means active; “off” means inactive.

❖ Setting WINS Server Address

You can make settings for the WINS server address.

```
msh> wins interface_name {primary|secondary} IP_address
```

- “primary” is for setting the primary WINS server address.
- “secondary” is for setting the secondary WINS server address.

❖ NBT scope ID setting

You can configure the NBT scope ID.

Limitation

- Enter a scope ID using up to 31 alphanumeric characters.

```
msh> wins interface_name scope scope_ID
```

Note

- If you receive different scope IDs from DHCP and WINS, the scope ID from DHCP takes priority.

Interface name	Interface to be configured
ether	Ethernet interface
wlan [*1]	IEEE 802.11b interface
ip1394 [*2]	IEEE 1394 interface

[*1] Available when the optional 802.11b interface unit is installed.

[*2] Available when the optional 1394 interface board is installed.

AutoNet

Use the “autonet” command to configure AutoNet settings.

❖ Display

The following command displays the current AutoNet settings.

```
msh> autonet
```

❖ Configuration

You can configure the AutoNet settings.

```
msh> autonet interface_name
[on|off]
```

Note

- Select **[on]** to enable AutoNet.
- Select **[off]** to disable AutoNet.

❖ Interface Priority Configuration

You can assign priorities governing which interface obtains AutoNet parameters.

```
msh> autonet priority
interface_name
```

Note

- Priority assignment is useful when connecting more than one interface to the machine.
- If an interface is not selected, the interface appears according to the currently set priority, regardless of multiple interface connections.

Interface name	**Interface to be configured**
ether	Ethernet interface
wlan [*1]	IEEE 802.11b interface
ip1394 [*2]	IEEE 1394 interface

[*1] Available when the optional 802.11b interface unit is installed.

[*2] Available when the optional 1394 interface board is installed.

Reference

For more information about AutoNet, see p.100 “Using AutoNet”.

Changing the password

Use the “passwd” command to change the remote maintenance password.

Important

- Be sure not to forget or lose the password.

Note

- The default password is “password”.

1. **Enter “passwd”.**

```
msh> passwd
```

2. **Enter the current password.**

```
Old password:
```

3. **Enter the new password.**

```
New password:
```

Note

- The password must consist of three to eight alphanumeric characters and symbols. Passwords are case-sensitive. For example, “R” is different from “r”.
- The password is the same as that used in configuring the network interface board with a Web browser and that used in NIB Setup Tool. If you change a password from telnet, the other passwords are also changed.

4. **Enter the new password again.**

```
Retype new password:
```

DNS

Use the “dns” command to configure or display DNS (Domain Name System) settings.

❖ View setting

The following command displays current DNS settings:

```
msh> dns
```

❖ Using the DNS server obtained from the DHCP server

The following command enables/disables use the DNS server obtained from the DHCP server:

```
msh> dns dhcp
{valid | invalid}
```

- If you use the DNS server obtained from the DHCP server, select “valid”. If not, select “invalid”.
  If you set “valid”, the DNS server from the DHCP server is prioritized.

❖ DNS server configuration

The following command enables/disables use of the DNS server address:

```
msh> dns number server
server_address
```

The following is a sample configuration using an IP address of 192.168.15.16 on DNS 1 server:

```
msh> dns 1 server
192.168.15.16
```

- You can register up to three DNS server numbers.
- You cannot use “255.255.255.255” as the DNS server address.

Domain name

Use the “domainname” command to display or configure domain name settings.

You can configure the Ethernet interface, IEEE 1394 interface, or IEEE 802.11b interface.

❖ View setting

The following command displays the current domain name:

```
msh> domainname
```

❖ Interface domain configuration

The following command displays or sets the Ethernet interface domain name, IEEE 1394 interface, or IEEE 802.11b interface.

```
msh> domainname interface_
name domain_name
```

The following is a sample configuration using a domain name on the Ethernet interface:

```
msh> domainname ether
domain_name
```

Interface	**Interface that can be set**
ether	Ethernet interface
ip1394 [*1]	IEEE 1394 interface
wlan [*2]	IEEE 802.11b interface

[*1] Available when the optional 1394 interface board is installed.

[*2] Available when the optional 802.11b interface unit is installed.

Note

❒ A domain name can consist of up to 63 alphanumeric characters.

Setting Protocols

The protocols described in this section provide various functions that can be used on the machine.

Important

❒ If a protocol is disabled or inactive, functions provided by that protocol cannot be used.

Reference

For more information about setting protocols, consult your network administrator.

❖ TCP/IP

- Functions using ftp, lpr, rsh/rcp, diprint, http, ipp, web, wins, ip1394, snmp [*1], or smb [*2]

[*1] SNMP session using TCP/IP

[*2] SMB session using TCP/IP

Note

❒ You cannot switch between protocols, but turning off or disabling TCP/IP will also disable smtp and dns.

❖ AppleTalk

- Printer function using AppleTalk under Macintosh

❖ NetWare

- Printer function using NetWare server

Note

❒ In a PureIP environment, you can use only the print server even if this protocol has been turned off or disabled.

❒ Turning off or disabling NetWare will also disable the SNMP session using IPX/SPX.

❖ SMB

- Printer function using SmartDeviceMonitor for Client
- Printer function using Microsoft Windows Network

❖ SCSI print

- Printer function using the IEEE 1394 interface (SCSI print)

❖ IP1394

- Printer function using the IEEE 1394 interface (IP over 1394)

❖ LPR

- Printer function using standard TCP/IP
- Printer function using the command line

❖ FTP

- Printer function using the command line
- Scanner function using the delivery server
- Function to obtain device information using the command line

❖ RSH/RCP

- Printer function using the command line
- Scanner function using the Network TWAIN Driver
- Function to obtain device information using the command line

❖ DIPRINT

- Printer function using SmartDeviceMonitor for Client

❖ WEB

- Web browser function

❖ SNMP

- Bidirectional communication function using a printer driver
- Function to obtain device information using SmartDeviceMonitor for Client/Admin

❖ IPP

- Printer function using SmartDeviceMonitor for Client

❖ HTTP

- Web browser function
- Printer function using SmartDeviceMonitor for Client
- Function to obtain device information using SmartDeviceMonitor for Client/Admin

Note

❒ Disabling http will also disable ipp and web.

Using DHCP

You can use the printer in a DHCP environment. You can also register the printer NetBIOS name on a WINS server when it is running.

If you connect an Ethernet interface and IEEE 1394 (IP over 1394) interface simultaneously, pay attention to the following:

❖ When a static IP address is set for both interfaces

- IP Address: If interface IP addresses overlap, the Ethernet interface is selected.
- Subnet Mask: If interface subnet masks overlap, the Ethernet interface is selected.
- Gateway Address: The selected value is applied.

Note

- ❒ Make the gateway address setting inside the subnet set in the interface.
- ❒ If a value is beyond the range of the subnet selected by the interface, the machine operates using “0.0.0.0”.

❖ When obtaining addresses from the DHCP server

- IP Address, Subnet Mask: you can configure addresses assigned by a DHCP server.

  Note

  - ❒ If IP addresses overlap or the same subnet IP addresses are selected, the effective value is assigned only to the prioritized interface.
  - ❒ Ethernet has default interface priority.

- AutoNet: A temporary IP address starting with 169.254 and not used on the network, is assigned to the prioritized interface.

  Note

  - ❒ Default interface priority is IEEE 1394 (IP over 1394).

- Gateway Address, DNS Server Address, and Domain Name: You can configure the addresses assigned by DHCP to the prioritized interface.
  If the gateway address is beyond the range of the subnet selected for the interface, the machine operates using “0.0.0.0”.

  Note

  - ❒ Ethernet has default interface priority.

❖ When there are static IP addresses and addresses assigned by DHCP

- IP Address and subnet mask: if a static IP address is the same as an address assigned by DHCP, or the static subnet mask address and the subnet mask address assigned by DHCP overlap, the machine uses the static IP address interface.

  Note

  - ❒ The interface with the DHCP setting is set by default.
    - Gateway Address: operates using the address entered manually.

Note

- ❒ If a static address is not selected, or is set to 0.0.0.0, the interface using the address assigned by DHCP is used.

Note

- ❒ Printers that register the printer NetBIOS name on a WINS server must be configured for the WINS server. See p.94 "WINS".
- ❒ Supported DHCP servers: Microsoft DHCP server - included with Windows 2000 Server, Windows Server 2003, and Windows NT 4.0; and the DHCP servers included with NetWare and UNIX.
- ❒ If you do not use the WINS server, reserve the printer's IP address in the DHCP server so the same IP address is assigned every time.
- ❒ To use the WINS server, change the WINS server setting to "active" using the control panel.
- ❒ Using the WINS server, you can configure the host name via the remote network printer port.
- ❒ DHCP relay-agent is not supported. If you use DHCP relay-agent on a network via ISDN, it will result in increased line charges. This is because your computer connects to the ISDN line whenever a packet is transferred from the printer.
- ❒ If there is more than one DHCP server, use the same setting for all servers. The machine operates using data from the DHCP server that responds first.

Using AutoNet

If the printer IP address is not automatically assigned by the DHCP server, a temporary IP address starting with 169.254 and not used on the network can be automatically selected by the printer.

Note

- ❒ The IP address assigned by the DHCP server is given priority over that selected by AutoNet.
- ❒ You can confirm the current IP address on the configuration page. For more information about the configuration page, see *Printer Reference 2*.
- ❒ When AutoNet is running, the NetBIOS name is not registered on the WINS server.
- ❒ The machine cannot communicate with devices that do not have the AutoNet function.

SNMP

The machine is equipped with an SNMP (Simple Network Management Protocol) agent that operates under UDP and IPX on the Ethernet/wireless LAN interface, and UDP on the IEEE 1394 (IP over 1394) interface. Using the SNMP manager you can get information about the machine.

The default community names are “public” and “admin”. You can get MIB information using these community names.

Important

❒ If you change the machine’s community name to one different from the default, use SNMP Setup Tool to change the setting for the computer. For more information, see SNMP Setup Tool Help.

Note

❒ Before using SNMP Setup Tool, install SmartDeviceMonitor for Admin.

❒ Follow the procedure below to start SNMP Setup Tool:

- Windows 95/98/Me, Windows 2000, Windows NT 4.0:
  On the **[Start]** menu, point to **[Programs]**, point to **[SmartDeviceMonitor for Admin]**, and then click **[SNMP Setup Tool]**.
- Windows XP, Windows Server 2003:
  On the **[Start]** menu, point to **[All Programs]**, point to **[SmartDeviceMonitor for Admin]**, and then click **[SNMP Setup Tool]**.

❖ **Supported MIBs**

- MIB-II
- PrinterMIB
- HostResourceMIB
- RicohPrivateMIB

Error Messages on the Display

This section describes the most common network-related messages that appear on the display. If a message not described here appears, act according to that message.

Messages without Code Numbers

Reference

Before turning the main power off, see "Turning On the Power", *Copy Reference*.

Message	Causes	Solutions
Ethernet Board Error	An error has occurred in the Ethernet board.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
Problem:IEEE1394 board	An error has occurred in the IEEE 1394 board.	
Connect failed:IEEE802.11b	IEEE 802.11b card was not inserted when the machine was turned on, or it was pulled out after the machine turned on. An error has occurred in the IEEE 802.11b card.	Turn off the main power switch, and check the card is installed correctly. If the message appears again, contact your sales or service representative.
Problem:IEEE802.11b card	An error has occurred in the IEEE 802.11b card.	Turn off the main power switch, and back on again. If the message appears again, contact your sales or service representative.
Problem:IEEE802.11b board	An error has occurred in the IEEE 802.11b unit.	

Messages with Code Numbers

Note

❒ A message reporting an error appears on the display as shown.

Message	Causes	Solutions	Code numbers
Cannot connect with DHCP server	The DHCP server cannot be found.	Check the DHCP server is running on the network.	101 201 301
The same IP Address already exists	The specified IP address overlaps another IP address.	The IP address specified for the machine overlaps another IP address in use. Check the address of the device indicated in <MAC address>.	102 202 302
Check network settings	An unauthorized value is specified as the IP address or gateway address.	Change the IP address, subnet mask, or gateway address to the correct value.	103 203 303
The same IP Address exists on several interfaces	IP addresses overlap across multiple interfaces. IP addresses of simultaneously operating interfaces overlap.	The IP address of the specified interface overlaps the IP address of another interface. Configure the IP address so it does not overlap.	004
Cannot set within the same subnet range	Subnet masks overlap across multiple interfaces. The subnet masks of simultaneously operating interfaces overlap.	The subnet range of the specified interface overlaps the subnet range of another interface. Configure the subnet mask so it does not overlap.	005
Cannot connect with NetWare server	Cannot contact to the specified file server.	The file server is refusing the connection for some reason. Check the file server setting. See p.53 "Printing with NetWare".	106 206
Cannot connect with NetWare print server	Cannot contact to the specified file server in remote printer mode.	The print server is refusing the connection for some reason. Check the print server setting. See p.53 "Printing with NetWare".	107 207
This NetBIOS name is already in use	The NetBIOS name overlaps.	The interface's NetBIOS name specified overlaps another interface's NetBIOS name. Configure the NetBIOS name so that it does not overlap.	108 208 308

❖ Code Numbers

The problem interface is displayed.

- 1XX: Ethernet
- 2XX: IEEE 802.11b
- 3XX: IEEE 1394
- 0XX: Independent of interface

❖ Order of priority of messages (when multiple errors occur)

Order of interface priority

- 1.Ethernet
- 2.IEEE 802.11b
- 3.IEEE 1394

Order of protocol priority

- 1.TCP/IP
- 2.NetWare
- 3.NetBEUI
- 4.AppleTalk

Note

❒ When messages for the same protocol appear, they are displayed ascending in code order.

Understanding Displayed Information

This section describes how to read the status information returned by the network interface board.

Print Job Information

Print job status can be viewed using the following commands:

- telnet : Use the "status" command. See p.87 "Printer status".

Item name	Meaning
Rank	Print job status: • Active Printing or preparing for printing • Waiting Waiting to be transferred to the printer
Owner	Print request user name
Job	Print request number
Files	The name of the document
Total Size	The size of the data (spooled) The default is "0 bytes".

Print Log Information

This is a record of the most recent 20 jobs printed.

This log can be displayed with the following commands:

- telnet : Use the "prnlog" command. See p.87 "Printer status".

Name	Meaning
ID	Print request ID
User	Print request user name
Page	The number of pages printed
Result	The result of the print request
Time	The time the print request was received
UserID [*1]	User ID is to be configured using the printer driver
JobName [*1]	The name of the document for printing

[*1] Displays UserID and JobName information when entering the "prnlog" command using the ID.

Machine Status and Configuration

You can check the machine status and configuration using telnet or UNIX.

❖ **telnet**

Use the "info" or "status" command.

❖ **UNIX**

Use the "lpr" or "lpstat" command, or "stat", "info" parameter of rsh, rcp, or ftp.

Machine status

Status	Description
Call Service Center	Call service center and ask for assistance.
Cover Open: ADF	The machine's ADF is open.
Cover Open: Front Cover	The machine's front cover is open.
Cover Open: Lower Right Cover	The machine's lower-right cover is open.
Cover Open: Right Cover	The machine's center-right cover is open.
Empty: Toner	Toner has run out.
Energy Saver Mode	The machine is standing by in Energy Saver mode.
Error: Ethernet Board	An Ethernet board error has occurred.
Error: IEEE1394 Board	An IEEE 1394 board error has occurred.
Error: Memory Switch	Memory switch data is corrupt.
Error: Parallel I/F Board	A parallel interface board error has occurred.
Error: USB Interface	A USB interface board error has occurred.
Error: Wireless Card	Wireless card is not inserted.
Error: Wireless Card or Board	A wireless card or wireless board error has occurred.
Error: Optional Font	An optional font error has occurred.
Error: DIMM Value	A DIMM value error has occurred.
In Use: Input Tray	Paper tray is in use.
Key Card not inserted	The machine is waiting for key card to be inserted.
Key Counter not inserted	The machine is waiting for key counter to be inserted.
Low: Toner	Toner has almost run out.
Mismatch: Paper Size	Indicated paper tray does not contain paper of selected size.

Status	Description
Mismatch: Paper Size and Type	Indicated paper tray does not contain paper of selected size and type.
	Auto Paper Select cannot detect selected paper size and type.
Mismatch: Paper Type	Indicated paper tray does not contain paper of selected type.
No Paper: Selected Tray	Selected tray has run out of paper.
No Paper: Tray 1	Tray 1 has run out of paper.
No Paper: Tray 2	Tray 2 has run out of paper.
Not Detected: Tray 1	Tray 1 is not attached or is not attached correctly.
Not Detected: Tray 2	Tray 2 is not attached or is not attached correctly.
Paper Misfeed: ADF	Paper has jammed in the auto document feeder.
Paper Misfeed: Duplex Unit	Paper has jammed in duplex unit.
Paper Misfeed: Input Tray	Paper has jammed in paper feed path.
Paper Misfeed: Internal Path	Paper has jammed in the machine.
Printing	Printing is in progress.
Ready	The machine is ready to print.
Replace PCU	Replace the photoconductor unit.
SD Card Authentication failed	SD card authentication failed.
Tray Error: Duplex Printing	Selected paper tray cannot be used for duplex printing.
Warming Up/Adjusting...	The machine is warming up or waiting to finish replenishing toner.

Machine configuration

Note

- "*" (asterisk) is displayed with the current setting.
- Regarding *1-*5, see table below.

Item	Description
Input Tray	
No.	ID number of the paper tray
Name	Name of the paper tray[*1]
Paper Size	Paper size loaded in the paper tray[*2]
Status	Current status of the paper tray[*3]

Item	Description
Output Tray	
No.	ID number of the output tray
Name	Name of the output tray[*4]
Status	Current status of the output tray[*5]

❖ *1 Input Tray: Name

Name	Description
Tray X	Name of installed paper tray (X is the number of tray.)
Bypass Tray	Bypass tray

❖ *2 Input Tray: Paper Size

Paper size	Description
A4 (210 × 297)	A4▭
B5JIS (182 × 257)(Japanese Industrial Standard)	B5▭
A5 (210 × 148)	A5 ▯
A5 (148 × 210)	A5▭
$8^1/_2 \times 14$	LG▭
$8^1/_2 \times 11$	LT▭
$5^1/_2 \times 8^1/_2$	HLT▭
$8^1/_2 \times 5^1/_2$	HLT ▯
Custom Size	Custom Size
$7^1/_4 \times 10^1/_2$	Executive▭
$8^1/_4 \times 13$	Folio▭
$8^1/_2 \times 13$	Foolscap▭
8 × 13	8″×13″▭
16K (195 × 267)	16K▭

❖ *3 Input Tray: Status

Status	Description
Normal	----
Not Detected	There is no paper tray.
No Paper	There is no paper in the paper tray.

❖ *4 Output Tray: Name

Name	Description
Internal Tray	Internal tray

❖ *5 Output Tray: Status

Status	Description
Normal	----
Error	Other error

Configuring the Network Interface Board

The network interface board settings can be displayed using the commands below.

- telnet : Use the “show” command. See p.87 “Network interface board configuration settings information”.

Item name	Meaning
Common	
Mode	
Protocol Up/Down	“Up” means active; “Down” means inactive.
AppleTalk	
TCP/IP	
NetWare	
SMB	
IP over 1394 *1	
SCSI print *1	
Ethernet interface	
Syslog priority	
NVRAM version	
Device name	
Comment	
Location	Internal version number
Contact	
Soft switch	Internal version number

Item name	Meaning
AppleTalk	
Mode	AppleTalk protocol selected
Net	Network number
Object	Macintosh printer name
Type	The type of printer
Zone	Name of zone the printer belongs to
TCP/IP	
Mode	"Up" means active, "Down" means inactive.
ftp	
lpr	
rsh	
telnet	
diprint	
web	
http	
ftpc	
snmp	
ipp	
autonet	
EncapType	Frame type
DHCP	Dynamic Host Configuration Protocol
Address	IP address
Netmask	Subnet mask
Broadcast	Broadcast address
Gateway	Default gateway address
AccessRange[☆] *2	Access Control Range
Time server	NTP server address
Time Zone	NTP server time difference
Time server polling time	Synchronizes interval
SYSLOG server	
Home page URL	URL of homepage
Home page link name	URL name of homepage
Help page URL	URL of Help page
SNMP protocol	Protocol used with SNMP

Item name	Meaning
NetWare	
EncapType	Frame type
RPRINTER number	Remote printer number
Print server name	Print server name
File server name	Name of the connect file server
Context name	Context of print server
Switch	
Mode	Active mode
NDS/Bindery	(this value is fixed)
Packet negotiation	(this value is fixed)
Login Mode	
Print job timeout	Time of the job timeout
Protocol	Protocol names that can be used
SAP interval time	Intervals under the SAP function
NDS Tree Name	NDS Tree Name
SMB	
Switch	
Mode	(this value is fixed)
Direct print	(this value is fixed)
Notification	Notification of print job completion
Workgroup name	Name of the workgroup
Computer name	Name of the computer
Comment	Comment
Share name[1]	Share name (name of the printer type)
Protocol	
IEEE 802.11b [*3]	
Device name	
DHCP	Dynamic Host Configuration Protocol
Address	IP address
Netmask	Subnet mask
Broadcast	Broadcast address
SSID	SSID being used
Channel range	Channels available for use
Channel	Channel being used
Communication mode	IEEE 802.11b interface transmission mode

Item name	Meaning
Authentication	Validity or invalidity of the authorized mode setting when using WEP
Tx Rate	IEEE 802.11b interface speed
WEP encryption	Enable or disable WEP
Encryption key	64-bit WEP key/128-bit WEP key
IP over 1394 [*1]	
Device name	Name of the machine
DHCP	Dynamic Host Configuration Protocol
Address	IP address
Netmask	Subnet mask
Broadcast	Broadcast address
SCSI print [*1]	
Bidi.	Bidirectional setting (on/off)
DNS	
Server[☆] [*4]	DNS server address
use DHCP parameters	
Domain name	
ether	Ethernet interface domain name
ip1394 [*1]	IEEE 1394 interface domain name
wlan [*3]	IEEE 802.11b interface domain name
WINS	
ether	Ethernet interface WINS name
Primary WINS	Primary WINS server address
Secondary WINS	Secondary WINS server address
ip 1394 [*1]	IEEE 1394 interface WINS name
Primary WINS	Primary WINS server address
Secondary WINS	Secondary WINS server address
wlan [*3]	IEEE 802.11b interface WINS name
Primary WINS	Primary WINS server address
Secondary WINS	Secondary WINS server address
Shell mode	Mode of the remote maintenance tool

[*1] You can display these item names when installing the optional 1394 interface board.

[*2] ☆ represents a target number between 1 and 5.

[*3] You can display these item names when installing the optional 802.11b interface unit.

[*4] ☆ represents a target number between 1 and 3.

Message List

This is a list of messages written to the machine's system log. The system log can be viewed using the “syslog” command.

System Log Information

You can use the following methods to view the system log:

- telnet : Use the “syslog” command. See p.87 “System log information”.

Message	Causes and solutions
Access to NetWare server <file server name> denied. Either there is no account for this print server or the NetWare server or the password was incorrect.	(In print server mode) Cannot log on to the file server. Make sure the print server is registered on the file server. If a password is specified for the print server, delete it.
add_sess: bad trap addr:<IpAddress>, community:<community name>	The IP address (0.0.0.0.) is unavailable when the community access type is TRAP. Specify the host IP address for the TRAP destination.
add_sess: community<community name> already defined.	The same community name already exists. Use another community name.
add_sess_ipx: bad trap addr: <IPX address>, <community name>	The IPX address (00:00:00:00:00:00) is unavailable when the community access type is TRAP. Specify the host IPX address for the TRAP destination.
add_sess_ipx: community <community name> already defined.	The community name already exists. Use another community name.
ANONYMOUS FTP LOGIN FROM <IP address>, <password>	An anonymous login has been made with a password <password> from the host <IP address>.
anpd start.(AppleTalk)	An anpd (AppleTalk Network Package Daemon) has started.
Attach FileServer= <file server name>	Attached to the file server as a nearest server
Attach to print queue <print queue name>	(In print server mode) Attached to the print queue name
Cannot create service connection	If the remote printer is working: A connection with the file server cannot be established. The amount of data may have exceeded the file server’s user limit. If the remote printer is working: The printer with the required <printer number> does not appear in <print server name>. Check the printer number of the printer registered in the print server.
Cannot find rprinter (<print server name>/<printer number>)	Check the printer number registered in the print server.

Message	Causes and solutions
Change IP address from DHCP Server.	The IP address changes when DHCP LEASE is renewed. To always assign the same IP address, set a static IP address to the DHCP server.
child process exec error! (process name)	The network service failed to start. Turn the printer off and then on. If this does not work, contact your service or sales representatives.
Connected DHCP Server (<DHCP server address>).	The IP address was successfully received from the DHCP server.
connection from <IP address>	Logged on from the host <IP address>
Could not attach to PServer <print server name>	When using a remote printer: Cannot connect to the print server. The print server is rejecting the connection for some reason. Check the print server settings.
Could not attach to FileServer <error code>	When using a remote printer: Cannot connect to the file server. The file server is rejecting the connection for some reason. Check the file server settings.
Current Interface Speed:xxxMbps	The speed of the network (10 Mbps or 100 Mbps)
Current IP address <current IP address>	The IP address <current IP address> was received from the DHCP server.
Current IPX address <IPX address>	The current IPX address
DHCP lease time expired.	DHCP lease time has expired. The printer tries to locate the DHCP server again. The IP address used till now becomes invalid.
DHCP server not found.	The DHCP server cannot be found. Make sure the DHCP server is running on the network.
dhcpcd start.	A dhcpcd (DHCP client server) has started.
Duplicate IP=<IP address>(from <MAC address>).	The same IP address is used. Every IP address must be unique. Check the address of the device indicated in <MAC address>.
Established SPX Connection with PServer, (RPSocket=<socket number>, connID =<connection ID>)	(In remote printer mode) A connection with the print server has been established.
exiting	lpd service has ended and the system is closing down.
Exit pserver	(In print server mode) Exits the print server because necessary print server settings have not been made.
Frametype =<frame type name>	The <frame type name> is configured to be used on NetWare.
httpd start.	httpd has started.

Message	Causes and solutions
IEEE 802.11b <Transmission mode> mode	Transmission mode for IEEE 802.11b (Example: current mode is infrastructure mode.) IEEE 802.11b [infrastructure] mode (Example: current mode is 802.11 ad hoc mode.) IEEE 802.11b [802.11 ad hoc] mode (Example: current mode is ad hoc mode.) IEEE 802.11b [ad hoc] mode
IEEE 802.11b current channel <Channel>	The current channel is displayed. The value selected by the user is displayed in ad hoc mode. The channel used in the access point is displayed in infrastructure mode. (Example: current channel is 11.) IEEE 802.11b current channel 11
IEEE 802.11b Card Firmware REV. <Version>	IEEE 802.11b interface unit Firmware version (Example: current version is 0.8.3.) IEEE 802.11b interface unit Firmware REV. 0.8.3
IEEE 802.11b MAC Address = <MAC Address>	The IEEE 802.11b I/F MAC address is displayed. (Example: current MAC address is 00:00:74:XX:XX:XX.) IEEE 802.11b MAC Address = 00:00:74:XX:XX:XX
IEEE 802.11b SSID <ssid> (AP MAC Address < MAC Address>)	The access point SSID used in infrastructure mode and the MAC address of the access point are displayed. (Example: current MAC address is xx:xx:xx:xx:xx:xx and SSID value is “test-ssid”.) IEEE 802.11b SSID test-ssid (AP MAC Address xx:xx:xx:xx:xx:xx)
IEEE 802.11b TX Rate <Transfer Speed>	The IEEE 802.11b transmitting speed (set speed) is displayed. (Example: current Tx Rate is 11 Mbps.) IEEE 802.11b Tx Rate 11 Mbps Transmission speeds vary depending on signal quality. Displayed values may differ from actual transmission speed.
inetd start.	An inetd has started.
<interface> started with IP: <IP address>	<IP address> has been set for <Interface> and <Interface> started.

Message	Causes and solutions
<Interface>: Subnet overlap.	Subnet from Netmask and the IP address you tried to set for <Interface> overlap the subnet of another interface. Set Subnet so it does not overlap with another interface.
IPP cancel-job: permission denied.	The printer could not authenticate the name of the user attempting to cancel a job.
ipp disable.	Printing with ipp is disabled.
ipp enable.	Printing with ipp is enabled.
IPP job canceled. jobid=%d.	The spooled job has been canceled due to error or user request.
job canceled. jobid=%d.	The spooled job has been canceled due to error or user request.
LeaseTime=<lease time>(sec), RenewTime=<renew time>(sec).	The resource lease time received from the DHCP server is <lease time> in seconds. The renewal time is also <renew time> in seconds.
Login to fileserver <file server name> (<IPX|IP>,<NDS|BINDERY>)	(In print server mode) Logged on to the file server with NDS or BINDERY mode.
multid start.	Data transmission service for multiprotocols has started.
Name registration failed. name=<NetBIOS name>	The printer could not register the name of NetBIOS.
Name registration success in Broadcast name=<NetBIOS name>	The NetBIOS name was successfully registered from a broadcast.
Name registration success. WINS Server=<WINS Server Address> NetBIOS Name=<NetBIOS name>	The NetBIOS name was successfully registered to the WINS server.
nbstart start.(NetBEUI)	The server for setting the NetBEUI protocol stack has started.
nbtd start.	nbtd (NetBIOS over TCP/IP Daemon) has started. (Available only in DHCP mode)
NetBEUI Computer Name =<computer name>	The NetBEUI Computer Name is defined as <computer name>.
nmsd start. (NetBEUI)	nmsd (Name Server Daemon) has started.
nprinter start. (NetWare)	(In remote printer mode) NetWare service has started.
nwstart start. (NetWare)	The service for NetWare protocol stack setting has started.
Open log file <file name>	(In print server mode) The specified log file has been opened.
papd start. (Apple Talk)	Apple Talk print service has started.

Message	Causes and solutions
permission denied.	Job cancellation was determined to be unauthorized after checking the user name and host address (except for ROOT authorization).
phy release file open failed.	A replacement network interface board is required. Contact your sales or service representatives.
Print queue <print queue name> cannot be serviced by printer 0, <print server name>	(In print server mode) The print queue name cannot be serviced. Make sure that print queue volume is on the specified file server.
Print server <print server name> has no printer.	(In print server mode) The printer is not assigned to the print server <print server name>. Using NWadmin, assign the printer, and then restart the printer device.
Print sessions full	Cannot accept the print session.
Printer <printer name> has no queue.	(In print server mode) The print queue is not assigned to the printer. Using NWadmin, assign the print queue to the printer, and then restart it.
pserver start. (NetWare)	(In print server mode) NetWare service has started.
Required computer name (<Computer name>) is duplicated name.	The same computer name is detected on the network. The start job determines the computer name by adding it to the suffix (0,1....). Configure a new computer name that is unique.
Required file server (<file server name>) not found.	Cannot find the required file server.
restarted.	LPD has started.
sap enable, saptype=<SAP type>, sapname=<SAP name>	The SAP function has started. The SAP (SAP type and SAP name) packet is issued to advertise the service on the NetWare server SAP table.
session<community name> not defined.	The requested community name is not defined.
session_ipx<community name> not defined.	The requested community name is not defined.
Set context to <NDS context name>	A <NDS context name> has been set.
shutdown signal received. network service rebooting...	Rebooting the network service.
smbd start. (NetBEUI)	An smbd (SMB (Server Message Block) service) has started.
Snmp over ip is ready.	Communication over TCP/IP via SNMP is available.
Snmp over IP over 1394 is ready.	Communication over IP over 1394 via SNMP is available.

Message	Causes and solutions
Snmp over ipx is ready.	Communication over IPX via SNMP is available.
snmpd start.	SNMP service has started.
started.	Direct print service has started.
The print server received error <error number> during attempt to log in to the network.Access to the network was denied.Verify that the print server name and password are correct.	Cannot log on to the file server. The print server is not registered or a password is specified. Register the print server without specifying a password.
SMTPC: failed to get smtp server ip-address.	Failed to get the SMTP server IP address. This could be because: • The DNS server could not be found. • There is no connection to the network. • The specified DNS server could not be connected to. • Incorrect DNS server is specified. • No specified SMTP server IP address in the DNS server.
SMTPC: failed to connect smtp server. timeout.	Failed to connect the SMTP server due to timeout. This could be because: • The SMTP server name is incorrect. • There is no connection to the network. • The network configuration is incorrect, so there is no response from the SMTP server.
SMTPC: refused connect by smtp server.	The connection to the SMTP server is denied. This could be because: • Another server other than the SMTP server has been specified. • The SMTP server port number is incorrect.
SMTPC: no smtp server. connection close.	No response from the SMTP protocol. Cannot connect to the SMTP server. This could be because: • Another server other than the SMTP server has been specified. • The SMTP server port number is incorrect.

Message	Causes and solutions
SMTPC: failed to connect smtp server.	Failed to connect the SMTP server. This could be because: • There is no connection to the network. • The network configuration is incorrect, so there is no response from the SMTP server. • The SMTP server name is incorrect. • The specified SMTP server is incorrect. • There is no specified SMTP server IP address in the DNS server. • Another server other than the SMTP server has been specified. • The SMTP server port number is incorrect.
SMTPC: username or password wasn't correct. [response code] (information)	Failed to connect the SMTP server. This could be because: • The specified SMTP user name is incorrect. • The specified SMTP password is incorrect. Check the SMTP user name and password.
WINS name registration: No response to server (WINS server address)	There is no response from the server during data registration. Check the WINS server address is correct and WINS server is working properly.
WINS name registration/refresh error code (error code)	The NetBEUI name could not be registered or updated. Make sure the name is not already being used. If the name is not the problem, check that the WINS server address is correct and that the WINS server is working properly.
WINS wrong scopeID	The scope ID is wrong. Specify the correct scope ID.
write error occurred. (diskfull)	The hard disk became full while the spool file was being written. Wait until enough HDD space becomes available as printing proceeds.
write error occurred. (fatal)	A fatal error occurred while the spool file was being written. Turn the printer off and then on. If this does not work, contact your service or sales representative.

When Using Windows Terminal Service/MetaFrame

Operating Environment

The following combinations of operating system and MetaFrame are supported:

❖ **Windows NT Server 4.0 Terminal Server Edition**

- MetaFrame 1.8 SP3/FR1 SP3
- MetaFrame XP 1.0 SP1/SP2/FR1

❖ **Windows 2000 Server /Advanced Server**

- MetaFrame 1.8 SP3/FR1 SP3
- MetaFrame XP 1.0 SP1/SP2/FR1/FR2

Supported Printer Drivers

❖ **When Windows Terminal Service is operating**

- PCL5e
- PCL6
- PostScript 3

Note

❒ The RPCS printer driver is not supported.

❒ Some RPCS printer driver functions do not work if Windows Terminal Service is installed, even if it is not operating.

Limitation

The following restrictions apply in the Windows Terminal Service environment.

These restrictions are due to the way Windows Terminal Service or MetaFrame works.

❖ **When printing (Windows Terminal Service)**

When printing a file containing a large number of bitmap images or fonts, some images or font settings may be lost. We strongly recommend testing this function under your network environment before applying it to actual jobs.

❖ **When using [Auto-creating client printers] (MetaFrame)**

[Auto-creating client printers] can select a logical printer created by copying the client's local printer data to the MetaFrame server. We strongly recommend testing this function under your network environment before applying it to actual jobs.

- The settings for optional equipment, such as the finisher or Large Capacity Tray, will not be stored in the server after the equipment is disconnected. The settings for optional items will return to default values each time the client computer logs on to the server.

- When printing a large number of bitmap images or using the server in a WAN environment over dial-up lines such as ISDN, depending on the data rate, printing may be disabled or errors may occur.
- When using MetaFrame XP 1.0 or later versions, we recommend configuring **[Client Printer bandwidth]** available from **[Citrix Management Console]**, according to the environment.
- If a printing error occurs on the server and the print job or **[Auto-creating client printers]** cannot be deleted, we recommend doing the following:
  - MetaFrame 1.8 SP3, MetaFrame XP 1.0 SP1/FR1
    Configure the **[Delete unfinished print jobs]** settings in the registry. For more information, see the Readme file provided with MetaFrame.
  - MetaFrame XP 1.0 FR2
    Configure the **[Delete pending print jobs at logout]** settings in **[Printer Properties Management]** of the Citrix Management Console.

❖ **When using [Printer driver replication] (MetaFrame)**

[Printer driver replication] is designed to distribute printer drivers across all servers in a server farm. We strongly recommend testing this function under your network environment before applying it to actual jobs.

- If the printer drivers are not properly copied, we recommend installing them directly onto each server.

Precautions

Please pay attention to the following when using the network interface board. When configuration is necessary, follow the appropriate procedures below.

Connecting a Dial-Up Router to a Network

When using NetWare (file server)

If the NetWare file server and printer are on opposite sides of a router, packets are sent back and forth continuously, possibly incurring communications charges. Because packet transmission is a feature of NetWare, you need to change the configuration of the router. If the network you are using does not allow you to configure the router, configure the machine instead.

❖ **Configuring the router**

Filter packets so they do not pass over the dial-up router.

Note

- ❒ The MAC address of the filtering printer is printed on the printer configuration page. For more information about printing a configuration page, see *Printer Reference 2*.
- ❒ For more information about configuring the printer if the router cannot be configured, see the following instructions.

Configuring the printer with NetWare

1 **Following the setup method described earlier in this manual, configure the file server.**

2 **Set the frame type for NetWare environment.**

Reference

For more information about selecting a frame type, see p.15 "Setting Up the Machine on a Network".

Configuring the printer without NetWare

1 **When not printing, the network interface board sends packets over the network. Set NetWare to "inactive".**

Reference

For more information about selecting a protocol, see p.15 "Setting Up the Machine on a Network".

When Using Network Utility

If the machine is connected to a network, observe the following points when setting up the machine or changing settings:

For more details, see the operating instructions and Help for ScanRouter V2 Lite/Professional and DeskTopBinder V2 Lite/Professional.

❖ When a dial-up router is connected in a network environment

The settings for the delivery server to be connected must be made appropriately for the machine with ScanRouter V2 Lite/Professional, Auto Document Link, or DeskTopBinder V2 Lite/Professional. In addition, set up connected devices using the I/O settings of ScanRouter V2 Administration Utility.

If the network environment changes, make the necessary changes for the delivery server using the machine, the administration utility of client computers, Auto Document Link, and DeskTopBinder V2 Lite/Professional. Also, set the correct information for the connected devices using the I/O settings of ScanRouter V2 Administration Utility.

Important

- ❒ If the machine is set up to connect to the delivery server via a dial-up router, the router will dial and go online whenever a connection to the delivery server is made. Telephone charges may be incurred.

❖ When connected to a computer that uses dial-up access

- Do not install ScanRouter V2 Lite/Professional on a computer which uses dial-up access.
- When using ScanRouter V2 Lite/Professional, DeskTopBinder V2 Lite/Professional, Auto Document Link, or a TWAIN driver on a computer with dial-up access, a dial-up connection may be performed when connecting to the delivery server and other equipment, depending on the setup. If the computer is set up to connect to the Internet automatically, the confirmation dialog box will not appear, and telephone charges may be incurred without your being aware of it. To prevent unnecessary connections, the computer should be set up so the confirmation dialog box always appears before establishing a connection. Do not make unnecessary connections when using the above listed software.

NetWare Printing

Form feed

You should not configure form feed on NetWare. Form feed is controlled by the printer driver on Windows. If NetWare form feed is configured, the printer might not work properly. If you want to change form feed settings, always configure them using Windows.

- Under Windows 95/98/Me, clear the **[Form feed]** check box on the **[Printer Settings]** tab in the printer properties dialog box.
- Under Windows 2000/XP, clear the **[Form feed]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.
- Under Windows NT 4.0, clear the **[Form feed]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.

Banner page

You should not configure a banner page on NetWare. If you want to change the banner page setting, always configure it using Windows.

- Under Windows 95/98/Me, clear the **[Enable banner]** check box on the **[Printer Settings]** tab in the printer properties dialog box.
- Under Windows 2000/XP, clear the **[Enable banner]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.
- Under Windows NT 4.0, clear the **[Enable banner]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.

Printing after resetting the machine

After resetting the remote printer, the connection from the print server will be cut off for about 30-40 seconds before re-connecting. Depending on the NetWare specification, print jobs may be accepted, but they will not be printed during this interval.

When using the machine as a remote printer, wait about two minutes after resetting before attempting to print.

When Using IPP with SmartDeviceMonitor for Client

When using IPP with SmartDeviceMonitor for Client, note the following:

- The network printer can only receive one print job from SmartDeviceMonitor for Client at a time. While the network printer is printing, another user cannot access it until the job is finished. In this case, SmartDeviceMonitor for Client tries to access the network printer until the retry interval expires.
- If SmartDeviceMonitor for Client cannot access the network printer and times out, it will stop sending the print job. In this case, you should cancel the paused status from the print queue window. SmartDeviceMonitor for Client will resume access to the network printer. You can delete the print job from the print queue window, but canceling a print job printed by the network printer might cause the next job sent from another user to be incorrectly printed.
- If a print job sent from SmartDeviceMonitor for Client is interrupted and the network printer cancels the job because something went wrong, send the print job again.
- Print jobs sent from another computer do not appear in the print queue window, regardless of protocol.
- If various users send print jobs using SmartDeviceMonitor for Client to network printers, the printing order might not be the same as that in which the jobs were sent.

- An IP address cannot be used for the IPP port name because the IP address is used for the SmartDeviceMonitor for Client port name.

When the IEEE 80211.b interface unit (optional) Is Installed

When using the wireless LAN interface on the network, note the following:

❖ When moving the machine

Detach the antennas when relocating the machine locally.
After moving the machine, reattach the antennas, ensuring that:

- The antennas are positioned clear of obstacles.
- There is 40 to 60 mm between the antennas, so that they do not touch.
- The exposure glass cover and the Auto Document Feeder (ADF) do not knock the antennas.

❖ If the network area provides poor radio environment

Where radio wave conditions are bad, the network may not function due to interrupted or failed connections. When checking the wireless LAN signal and the access point, follow the procedure below to improve the situation:

- Position the access point nearer to the machine.
- Clear the space between access point and machine of obstructions.
- Move radio wave generating appliances, such as microwaves, away from the machine and access point.

Reference

For information about how to check radio wave status, see p.13 “Checking the machine's radio wave status”.

For more information about access point radio wave conditions, refer to the access point manual.

Specifications

Interface	100BASE-TX, 10BASE-T, IEEE 1394 (IP over 1394) [*1], IEEE 802.11b
Frame type	EthernetII, IEEE 802.2, IEEE 802.3, SNAP
Protocol	• Printer (LAN-Fax) TCP/IP LPR RSH RCP DIPRINT FTP IPP [*2] [*3] IPX/SPX (NetWare) AppleTalk NetBEUI SMB [*2] [*4] • Internet Fax TCP/IP SMTP POP IMAP • Network Scanner TCP/IP RSH FTP SMTP POP SMB [*5] • Management Function TCP/IP RSH RCP FTP SNMP HTTP TELNET (mshell) NBT DHCP
SNMP	MIB-II, PrinterMIB, HostResourceMIB, RicohPrivateMIB

[*1] The 1394 interface board supports only TCP/IP.

[*2] Use the SmartDeviceMonitor for Client port.

[*3] To use IPP under Windows XP or Windows Server 2003, use the Standard IPP port. Note, in SmartDeviceMonitor for Client however, this port does not support digest access authentication.

[*4] Under Windows, this function can be used with TCP/IP and NetBEUI.

[*5] SMB using NetBEUI is unavailable.

INDEX

A

Access Control, 85
access type, 88
AutoNet, 95, 100

B

Bidirectional SCSI print, 30
Broadcast address, 85

C

Channel, 31
Communication Mode, 31
Communication Speed, 31
community name, 88
configuration
    access type, 88
    community name, 88
    Network Interface Board configuration, 109
    Web Browser, 75

D

Delivery Option, 32
DHCP, 86, 99
dial-up router, 122
Direct Printing Port, 90
DNS, 96
DNS Configuration, 28
Domain Name, 29, 30
Domainname, 96

E

Effective Protocol, 29
Energy saver mode, 74
Ethernet Speed, 29
EtherTalk
    Macintosh, 51

F

File Transfer, 32

G

Gateway Address, 28

H

Host Name, 29, 30, 93

I

IEEE 802.11b, 92
information
    Network Interface Board configuration, 87
    print job, 105
    print log, 105
    system log, 87, 113
Interface Settings/IEEE 1394, 29
Interface Settings/IEEE 802.11b, 31
Interface Settings/Network, 28
IP Address, 28, 29
IP address, 84
IP over 1394, 30
IPP, 89, 124

L

LAN Type, 29

M

Machine configuration, 106, 107
Machine status, 106
Macintosh
    EtherTalk, 51
    printer name, 52
    zone, 52
message, 113
MIB, 101

N

NBT scope ID setting, 94
NW Frame Type, 29

P

password, 95
precautions, 122
printer name
    Macintosh, 52
printer status, 87

R

remote maintenance
    telnet, 83
Return to Defaults, 31
ROUTE, 91

S

SCSI print (SBP-2), 30
SLP, 91
SmartDeviceMonitor for Client, 124
SMB, 91
SMTP Server, 32
SNMP, 87, 101
specifications, 126
SPRINT, 92
SSID Setting, 31
subnet mask, 85
system Log, 113
system log
    information, 87

T

Telnet, 106
telnet
    remote maintenance, 83
    using, 83

U

UNIX, 106

W

Web Browser, 75
WEP (Encryption) Setting, 31
WINS, 94
Wireless LAN Signal, 31

Z

zone
    Macintosh, 52

Copyright © 2003

Network Guide

GB (GB)
EN (USA) B683-8640

PostScript 3

Operating Instructions
Supplement

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe®, PostScript®, Acrobat® and PageMaker® are registered trademarks of Adobe Systems Incorporated.

Appletalk, Apple, Macintosh and Mac are registered trademarks of Apple Computer, Incorporated.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Note:

Some illustrations in this manual might be slightly different from the machine.

TABLE OF CONTENTS

How to Read This Manual 1

1. PostScript 3

Installable Options 3
Setting Up Options 3
Printing a Document 5
Toner Saving, Edge Smoothing 7
Printer Utility for Mac 10
Installing Printer Utility for Mac 10
Starting Printer Utility for Mac 11
Printer Utility for Mac Functions 12
Downloading PS Fonts 13
Displaying Fonts 13
Deleting Fonts 14
Page Setup 14
Printing the Font Catalog 14
Printing Font Samples 15
Renaming the Machine 15
Restarting the Machine 16
Downloading PostScript Files 16
Selecting the Zone 17
Displaying the Machine Status 17
Launching the Dialog Console 18

INDEX 19

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury, or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates prior knowledge or preparation is required before operation.

Note

This symbol indicates precautions for operation, or actions to take after mal-operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's display.

[ ]

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

【 】

Keys on the computer's keyboard.

Installable Options

The following options are available:

❖ Input Paper Device

- Lower Paper Tray

Setting Up Options

To use installed options correctly, first set up the printer driver. If the options are not recognized, you cannot use them, even though they are physically installed. The procedure to set up a printer driver varies depending on the operating system.

❖ Windows

You can set up any of the options using the following tabs:

Windows 95/98/Me	**[Accessories]** tab
Windows 2000/XP	**[Device Settings]** tab
Windows NT 4.0	**[Device Settings]** tab

Note

❒ To set up options, access the printer driver from Windows. You cannot set up options if you access the printer driver from an application.

Limitation

❒ If your operating system is Windows 2000 or Windows XP Professional, changing printer driver settings requires Manage Printers permission. Members of Administrators and Power Users groups have Manage Printers permission by default. When you change printer driver settings, log on with an account that has Manage Printers permission.

❒ If your operating system is Windows NT 4.0, changing printer driver settings requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you change printer driver settings, log on with an account that has Full Control permission.

❒ If you are using Adobe Page Maker 6.0, 6.5, or 7.0 with Windows 95/98/Me, Windows 2000, or Windows NT 4.0, you have to set up options in the Adobe PageMaker's print dialog box.

❖ Mac OS

You can set up all options using the **[Chooser]** dialog box.

Limitation

- ❒ Under Mac OS X, this function is not available.

Printing a Document

This section describes how to print documents from an application.

Note

- ❒ The Mac OS X referred to in this section is Mac OS 10.1.

❖ Paper Source

The following table shows where you can select this function.

Windows 95/98/Me	**[Input Tray:]** in **[All Pages]** on the **[Paper]** tab
Windows 2000/XP	**[Paper Source]** on the **[Paper/Quality]** tab
Windows NT 4.0	**[Paper Source]** on the **[Page Setup]** tab
Mac OS	**[Paper Source]** in **[General]** in the print dialog box
Mac OS X	**[Paper Feed]** in the print dialog box

❖ Media Type

Use this to select the paper type.
The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Type:]** in **[All Pages]** on the **[Paper]** tab
Windows 2000/XP	**[Media]** on the **[Paper/Quality]** tab
Windows NT 4.0	**[Media]** in **[Paper/Output]** on the **[Advanced]** tab
Mac OS	**[Paper Type]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Paper Type]** in **[Printer Features]** in the print dialog box

❖ Duplex Printing

Use this function to select duplex printing.
The following table shows where you can select this function.

Windows 95/98/Me	**[Duplex:]** on the **[Setup]** tab
Windows 2000/XP	**[Print on Both Sides]** on the **[Layout]** tab
Windows NT 4.0	**[Print on Both Sides]** on the **[Page Setup]** tab
Mac OS	**[Print on Both Sides]** on **[Layout]** in the print dialog box
Mac OS X	**[Print on Both Sides]** on **[Duplex]** in the print dialog box

❖ Collate

Use this function to enable collation. With it, the printer can efficiently print collated sets of multiple-page documents.

Limitation

- ❒ If you are using Windows 2000/XP, Mac OS, or Mac OS X, make sure the following check boxes have not been selected:
  - Windows 2000/XP
    The **[Collated]** check box on **[Paper/Output]** on **[Advanced...]** on the **[Paper/Quality]** tab
  - Mac OS
    The **[Collate]** check box in the print dialog box
  - Mac OS X
    The **[Collated]** check box on **[Copies & Pages]** in the print dialog box

The following table shows where you can select this function.

Windows 95/98/Me	**[Collate:]** on the **[Setup]** tab
Windows 2000/XP	**[Collate]** in **[Printer Features]** on **[Advanced...]** on the **[Paper/Quality]** or **[Layout]** tab
Windows NT 4.0	**[Collate]** in **[Printer Features]** on **[Document Options]** on the **[Advanced]** tab
Mac OS	**[Collate]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Collate]** in **[Printer Features]** in the print dialog box

❖ Edge Smoothing

Use this function to improve the print quality of text. Indentations in curved lines are automatically smoothed producing a cleaner appearance.

Limitation

- ❒ When **[Edge Smoothing]** is selected, **[Toner Saving]** is disabled.
- ❒ This function is for improving the quality of printed text, so set it to OFF when printing pictures and half tone data.

Note

- ❒ This function is for improving the quality of printed text. Do not use it for images.

The following table shows where you can select this function.

Windows 95/98/Me	**[Edge Smoothing]** on the **[Print Quality]** tab
Windows 2000/XP	**[Print Mode]** in **[Printer Features]** on **[Advanced...]** on the **[Paper/Quality]** or **[Layout]** tab
Windows NT 4.0	**[Print Mode]** in **[Printer Features]** on **[Document Options]** on the **[Advanced]** tab
Mac OS	**[Print Mode]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Print Mode]** in **[Printer Features]** in the print dialog box

❖ Toner Saving

Use this function to reduce the amount of toner used when printing.

Limitation

- ❒ When **[Toner Saving]** is selected, **[Edge Smoothing]** is disabled.

Note

- ❒ This will increase the life of the toner, but the output will appear slightly lighter.

The following table shows where you can select this function.

Windows 95/98/Me	**[Toner Saving]** on the **[Print Quality]** tab
Windows 2000/XP	**[Print Mode]** in **[Printer Features]** on **[Advanced...]** on the **[Paper/Quality]** or **[Layout]** tab
Windows NT 4.0	**[Print Mode]** in **[Printer Features]** on **[Document Options]** on the **[Advanced]** tab
Mac OS	**[Print Mode]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Print Mode]** in **[Printer Features]** in the print dialog box

Toner Saving, Edge Smoothing

Follow the procedure below to print documents using Toner Saving or Edge Smoothing.

Windows 95/98/Me

1. **From an application, click [Print] on the [File] menu.**

   The **[Print]** dialog box appears.

2. **Select the printer, and then click [Properties].**

3. **Click the [Print Quality] tab.**

4. **Select the function you want to use.**

5. **After making the necessary settings, click [OK] to close the printer properties dialog box.**

6. **Start the printing from the application's [Print] dialog box.**

Windows 2000

1. **From an application, click [Print] on the [File] menu.**

   The **[Print]** dialog box appears.

2. **Click the [Paper/Quality] tab.**

3. **Click [Advanced...].**

   The **[Advanced Options]** dialog box appears.

4. **Click [Print Mode] to select the function you want to use.**

5. **After making the necessary settings, click [OK].**

6. **Start the printing from the application's [Print] dialog box.**

Windows XP

1. **From an application, click [Print] on the [File] menu.**

   The **[Print]** dialog box appears.

2. **Select the printer, and then click [Preferences].**

3. **Click [Advanced...].**

   The **[Advanced Options]** dialog box appears.

4. **Click [Print Mode] to select the function you want to use.**

5. **Click [OK] to close the [Advanced Options] dialog box.**

6. **After making the necessary settings, click [OK] to close the [Printing Preferences] dialog box.**

7. **Start the printing from the application's [Print] dialog box.**

Windows NT 4.0

1. **From an application, click [Print] on the [File] menu.**

   The **[Print]** dialog box appears.

2. **Select the printer, and then click [Properties].**

3. **Click the [Advanced] tab.**

4. **From [Document Options], click [Print Mode] to select the function you want to use.**

5. **After making the necessary settings, click [OK] to close the [Properties] dialog box.**

6. **Start the printing from the application's [Print] dialog box.**

Mac OS/Mac OS X

1. **From an application, click [Print] on the [File] menu.**

   The **[Print]** dialog box appears.

2. **In the pop-up menu, click [Printer Specific Options].**

   Note

   ❒ Under Mac OS X, click **[Printer Features]**.

3. **Click [Print Mode] to select the function you want to use.**

4. **After making the necessary settings, click [Print].**

Printer Utility for Mac

By using Printer Utility for Mac, you can download fonts, change the printer name, and so on.

Limitation

- ❒ If the Macintosh and printer are connected by USB, you cannot use Printer Utility for Mac.

Note

- ❒ Printer Utility for Mac is included on the CD-ROM labeled "Printer Drivers and Utilities".
- ❒ Printer Utility for Mac requires Mac OS 7.6.1-9.x, or Mac OS X 10.1.x or 10.2.1. Mac OS X 10.0.x and 10.2 are not supported.

Installing Printer Utility for Mac

Follow the procedure below to install Printer Utility for Mac on the machine.

1. **Start the Macintosh.**
2. **Insert the CD-ROM into the CD-ROM drive.**

   The CD-ROM icon appears.
3. **Double-click the hard disk icon to open it.**
4. **Double-click the CD-ROM icon.**

   The contents of the CD-ROM appear.
5. **Double-click the [Mac OS 8 and 9] folder.**

   Note

   - ❒ Under Mac OS X, double-click the **[Mac OS X]** folder.
6. **Double-click the [PS Utility] folder on the CD-ROM.**
7. **Double-click the [Printer Utility for Mac] folder.**
8. **Double-click the folder of the language you use.**
9. **Drag the "Printer Utility for Mac" file, and then drop it into the Macintosh hard disk.**
10. **Drag the CD-ROM icon and drop it into [Trash] to eject the CD-ROM.**

    Printer Utility for Mac is installed.

Starting Printer Utility for Mac

This describes how to start Printer Utility for Mac.

Mac OS

Important

- ❒ Before starting Printer Utility for Mac, make sure the printer is selected in **[Chooser]** on the Apple menu.

1 Double-click the Printer Utility for Mac icon.

The **[Printer Utility for Mac]** dialog box appears.

2 Click [OK].

Printer Utility for Mac will take a few seconds to start.

Reference

For more information, see p.12 “Printer Utility for Mac Functions”.

Mac OS X

1 Double-click the Printer Utility for Mac icon.

The **[Printer Utility for Mac]** dialog box appears.

2 Click [OK].

3 In the [Available Printers:] box, select the printer you want to use.

Note

- ❒ If you change zones, select a name from **[Available Network Zones:]**.
- ❒ Click **[Choose Printer..]** on the Printer Utility for Mac menu if you want to change the printer.

4 Select the printer you want to use.

Printer Utility for Mac will take a few seconds to start.

5 Click [Choose].

Reference

For more information, see p.12 “Printer Utility for Mac Functions”.

Printer Utility for Mac Functions

Printer Utility for Mac functions are described below.

❖ Apple menu (Mac OS), Printer Utility for Mac menu (Mac OS X)

- **[About Printer Utility for Mac...]**
- **[Choose Printer...]** (Mac OS X)

Displays the **[Choose target printer]** dialog box.

❖ [File] menu

- **[Download PS Fonts]**
  Downloads fonts (PostScript Type 1) to the machine. See p.13 “Downloading PS Fonts”.
- **[Display Printer's Fonts]**
  Displays and deletes the fonts in machine memory. See p.13 “Displaying Fonts”.
- **[Initialize Printer's Disk]**
  This function is not available.
- **[Page Setup]**
  Sets up the paper size to print “Print Fonts Catalog” and “Print Fonts Sample”. See p.14 “Page Setup”.
- **[Print Fonts Catalog]**
  Prints the names of available fonts. See p.14 “Printing the Font Catalog”.
- **[Print Fonts Sample]**
  Prints a sample of fonts. See p.15 “Printing Font Samples”.
- **[Rename Printer]**
  Changes the machine name when viewed via Appletalk. See p.15 “Renaming the Machine”.
- **[Restart Printer]**
  Restarts the machine. See p.16 “Restarting the Machine”.

❖ [Utility] menu

- **[Download PostScript File]**
  Downloads a PostScript file. See p.16 “Downloading PostScript Files”.
- **[Select Zone]**
  Changes the zone the printer belongs to via Appletalk. See p.17 “Selecting the Zone”.
- **[Display Printer Status]**
  Displays the status of the printer. See p.17 “Displaying the Machine Status”.
- **[Launch Dialogue Console]**
  Creates and edits a PostScript file, and downloads it to the printer. See p.18 “Launching the Dialog Console”.

Downloading PS Fonts

You can download the PS fonts to the machine memory.

Important

- ❒ The following download procedure assumes you are a system administrator. If you are not, consult your system administrator.
- ❒ Resetting the machine deletes the fonts.
- ❒ Make sure the machine and Macintosh are connected in the Appletalk environment.

Note

- ❒ Some fonts cannot be downloaded.
- ❒ Before downloading, read the documentation of the fonts you want to use.

1 On the [File] menu, click [Download PS Fonts...].

2 Click [Add to list].

The dialog box for selecting font files appears.

3 Select the desired font files, and then click [Open].

The list of selectable font names appears.

4 After adding all the fonts you want to download, click [OK].

The dialog box for selecting fonts to download appears.

5 Click [Download].

The fonts are downloaded, and download status appears.

Important

- ❒ During download, do not turn off the main power switch, operate the panel, or open/close the cover.

6 When the completion message appears, click [OK].

7 Click [Cancel].

Displaying Fonts

You can view available fonts that have been downloaded. Fonts in machine memory can be displayed.

1 On the [File] menu, click [Display Printer's Fonts...].

The dialog box appears.

2 Click [OK].

Deleting Fonts

You can delete fonts from machine memory.

1. **On the [File] menu, click [Display Printer's Fonts...].**

   The dialog box appears.

2. **Select the fonts you want to delete.**

   Limitation

   ❒ You cannot delete fonts that appear in italics.

3. **Click [Delete].**

   A confirmation message appears.

4. **Make sure the fonts you want to delete, and the name of the printer from which you want to delete the fonts, are correct.**

5. **Click [Continue], and then click [OK].**

6. **Click [OK].**

Page Setup

You can make the paper settings for **[Print Fonts Catalogue]** and **[Print Fonts Sample]**.

1. **On the [File] menu, click [Page Setup].**

2. **Make the paper settings.**

Printing the Font Catalog

You can print the names of fonts available on the machine.

Limitation

❒ Under Mac OS X, this function is not available.

Note

❒ The paper selected under **[Page Setup]** is used.

1. **On the [File] menu, click [Print Fonts Catalogue].**

2. **Click [Print].**

Printing Font Samples

You can print samples of fonts that have been downloaded into the memory.

Limitation

- ❒ Under Mac OS X, this function is not available.

Note

- ❒ The paper selected under **[Page Setup]** is used.

1 On the [File] menu, click [Print Fonts Sample...].

2 Click [Print].

Renaming the Machine

You can change the machine name that appears under Appletalk. If you connect several printers on the network, assign different names to help identify them. If several printers have the same name, a number appears next to the machine name in the **[Chooser]** dialog box.

1 On the [File] menu, click [Rename Printer...].

2 In the [New Name:] box, enter a new name.

Limitation

- ❒ You can enter up to 31 alphanumerical characters.
- ❒ Do not use symbols, for example “*”, “:”, “=”,”@”, “≈”.

3 Click [Rename].

The machine name is changed.

4 Click [OK].

Mac OS

① On the Apple menu, click [Chooser].

② Click the [AdobePS] icon.

③ Select the printer whose name you changed in step 2, and then close the [Chooser] dialog box.

Note

- ❒ If there are several Appletalk zones, select the zone the machine belongs to.

Mac OS X

❶ On the [Printer Utility for Mac] menu, click [Choose Printer...].

❷ In the [Available Network Zones:] list, click the zone for the Macintosh in use.

❸ In the [Available Printers:] list, select the printer whose name you changed in step 2, and then click [Choose].

Restarting the Machine

You can restart the machine from the **[File]** menu; however, the fonts in machine memory will be deleted.

1 On the [File] menu, click [Restart Printer].

2 Check the message that appears on the screen, and then click [Restart].

The machine restarts.

Note

❒ If the machine is restarted, all settings return to default. For setting functions, see *Printer Reference 2* provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer / Scanner".

Downloading PostScript Files

You can download PostScript files for printing.

1 On the [Utility] menu, click [Download PostScript File...].

2 Select the file name, and then click [Open].

3 Enter the log file name, and then click [Save].

The selected PostScript file is downloaded.

Note

❒ Errors are recorded in the log file.

Selecting the Zone

You can change the zone the machine belongs to under Appletalk.

Important

- ❒ Make sure the machine and Macintosh are connected in the Appletalk environment.

1 On the [Utility] menu, click [Select Zone...].

The zone the printer belongs to and the available zone list appear.

2 Select the zone you want to switch the printer to, and then click [Change].

A confirmation message appears.

3 Click [Continue].

A confirmation message appears.

4 Click [OK].

Mac OS

❶ On the Apple menu, click [Chooser].

❷ Click the [AdobePS] icon.

❸ In the [Appletalk zone:] list, select the zone changed in step 2.

❹ In the [Select a PostScript Printer:] list, select the machine you want to use.

❺ Close the [Chooser] dialog box.

Mac OS X

❶ On the [Printer Utility for Mac] menu, click [Choose Printer...].

❷ In the [Available Network Zones:] list, click the zone changed in step 2.

❸ In the [Available Printers:] list, select the model of printer in use, and then click [Choose].

Displaying the Machine Status

You can display current machine status.

1 On the [Utility] menu, click [Display Printer Status...].

The current machine status appears.

2 Check the current machine status.

You can check memory capacity and VM space. You can also see the zone the machine belongs to.

3 Click [OK].

Launching the Dialog Console

You can create and edit PostScript files for printing and downloading to the machine.

Important

- ❒ Because the "Launch Dialogue Console" is recommended for users who have a firm grasp of PostScript, you are advised to take extreme care when using it.
- ❒ Only download PostScript files to the machine.

1 On the [Utility] menu, click [Launch Dialogue Console...].

Open the editing screen. The Dialogue Console menu bar appears.

2 In the editor screen, enter the PostScript command.

Note

- ❒ To edit a PostScript file, click **[Open]** on the **[File]** menu to open it.
- ❒ You can search or replace a character string using the **[Search]** menu.

3 After editing the PostScript file, click [Download Top Window] on the [Console] menu to start printing.

The PostScript file is sent to the machine.

4 Printing is executed according to the sent PostScript file.

Note

- ❒ The **[Reply from Printer]** window may open, depending on the PostScript file sent.

5 On the [Console] menu, click [Return To Main Menu] to close the PostScript file.

INDEX

C

Collate, 6

D

Deleting Fonts, 14
Displaying Fonts, 13
Displaying the Machine Status, 17
Downloading PostScript Files, 16
Downloading PS Fonts, 13
Duplex Printing, 5

E

Edge Smoothing, 6

I

Installing Printer Utility for Mac, 10

L

Launching the Dialog Console, 18

P

Page Setup, 14
Paper Source, 5
Printer Utility for Mac Functions, 12
Printing Font Samples, 15
Printing the Font Catalog, 14

R

Renaming the Machine, 15
Restarting the Machine, 16

S

Selecting the Zone, 17
Setting Up Options, 3
Starting Printer Utility for Mac, 11

T

Toner Saving, 7

Copyright © 2003

PostScript 3 Operating Instructions Supplement

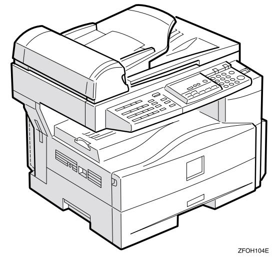
GB GB
EN USA B683-8680

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=80 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.200000 mm

Type for 2512/1202/5612/Aficio 120
Printed in China
UE USA B045-7267

2512
1202
5612
Aficio™ 120

Operating Instructions
Copy Reference



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=80 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.200000 mm

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.59 *"Power Connection"*.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.
⏻ means STAND BY.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
    - ***You spill something into the machine.***
    - ***You suspect that your machine needs service or repair.***
    - ***The external housing of your machine has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer.***
- ***Dispose of the used toner cartridge in accordance with the local regulations.***

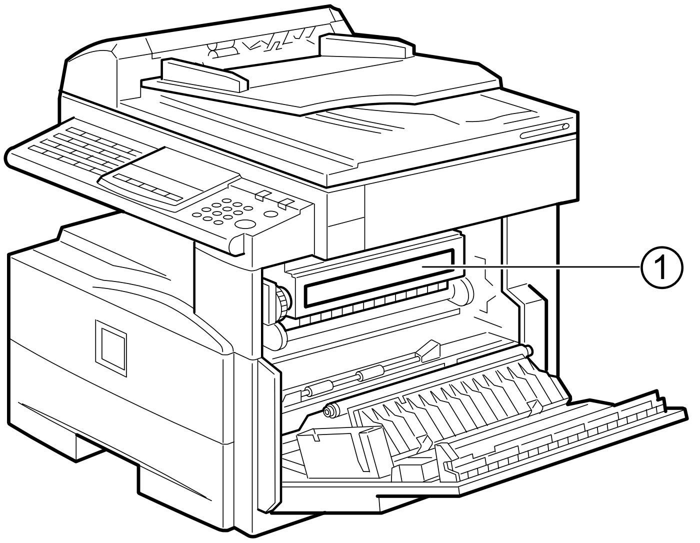
⚠ *CAUTION:*

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

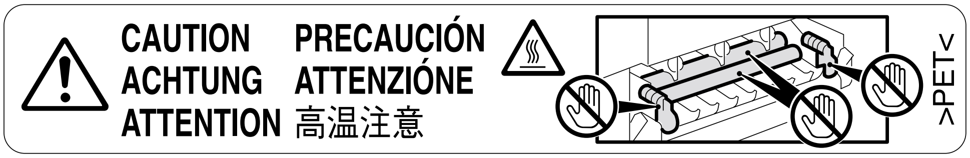
Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION

This machine has labels and hallmarks for ⚠WARNING,⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



①


CAUTION
ACHTUNG
ATTENTION
PRECAUCIÓN
ATTENZIÓNE
高温注意
>PET<

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

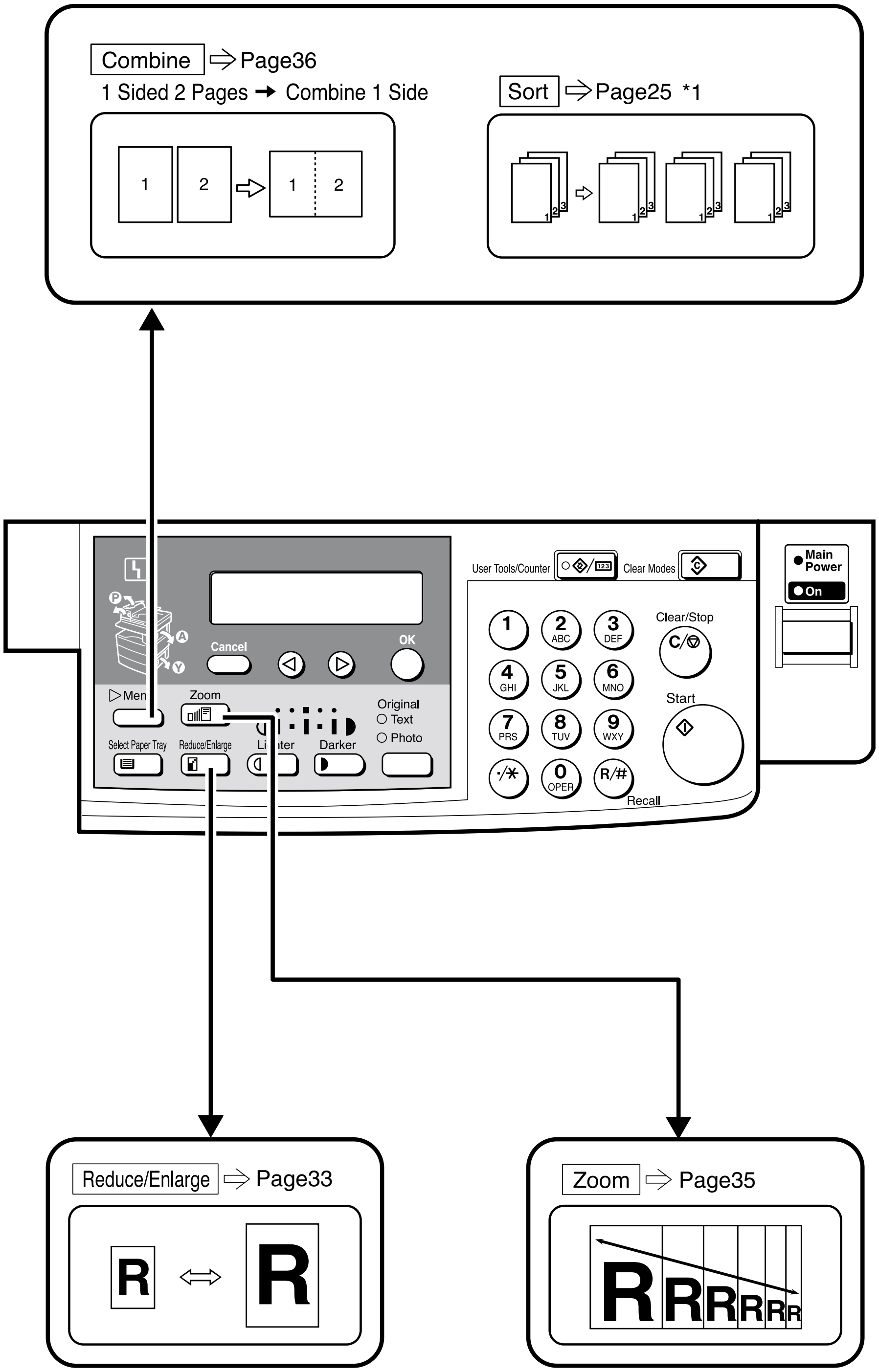
This symbol indicates a reference.

【 】

Keys built into the machine's operation panel.

What You Can Do with This Machine

*1The optional 32MB copier memory unit is required.


Combine ⇨Page36
1 Sided 2 Pages ➜ Combine 1 Side
1
2
1
2
Sort ⇨Page25 *1
1 2 3
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
·/✻
0 OPER
R/#
Recall
Clear/Stop
C/⊘
Start
Reduce/Enlarge ⇨ Page33
R ⇔ R
Zoom ⇨ Page35
RRRRRR

GCFM132N

TABLE OF CONTENTS

Guide to Components 1

Options 3

Control Panel 4

Panel Display 6
  Displays and Key Operations 6

1. Basics

Turning On the Power 7
  Turning On the Main Power 7
  Starting the Machine 8

Changing Modes.. 9

Originals 10
  Sizes and Weights of Recommended Originals 10
  Original Sizes and Scanning Area/Missing Image Area 11

Copy Paper... 12
  Recommended Paper Sizes and Types 12
  Non-recommended Paper 13
  Paper Storage 14

Toner 15
  Handling Toner 15
  Toner Storage 15
  Used Toner 15

2. Copying

Basic Procedure 17

Placing Originals 19
  Placing Originals on the Exposure Glass 19
  Loading Originals in the Document Feeder (ADF) 20
  Placing Standard Size Originals 20
  Placing Custom Size Originals 21

Basic Functions 23
  Adjusting Copy Image Density 23
  Selecting an Original Type 23
  Selecting Copy Paper 24

Sort 25
  Sort 25

Copying from the Bypass Tray 27
  When copying onto OHP transparencies 28
  When copying onto standard size paper 29
  When copying onto custom size copy paper 29
  When copying onto envelopes 30

Other Functions 31
User Codes 31
Auto Start 32
Preset Reduce/Enlarge 33
Zoom 35
Combine 36
Combination Chart 38

3. Troubleshooting

Machine Operation Problems 39
General 39
Display 39
Cannot Make Clear Copies 40
Cannot Make Desired Copies 41
Combine 41
↯ Loading Paper 42
↯ Changing the Toner Cartridge 43
↯ Clearing Misfeeds 45
Changing the Paper Size 47
Changing the Paper Size in the Paper Tray 47
Selecting the Paper Size with the User Tools 48

4. User Tools (Copier Features)

Accessing the User Tools (Copier Features) 51
Exiting the User Tools 52
User Tools Menu (Copier Features) 53
Settings You Can Change with the User Tools 54
Copier Features 54

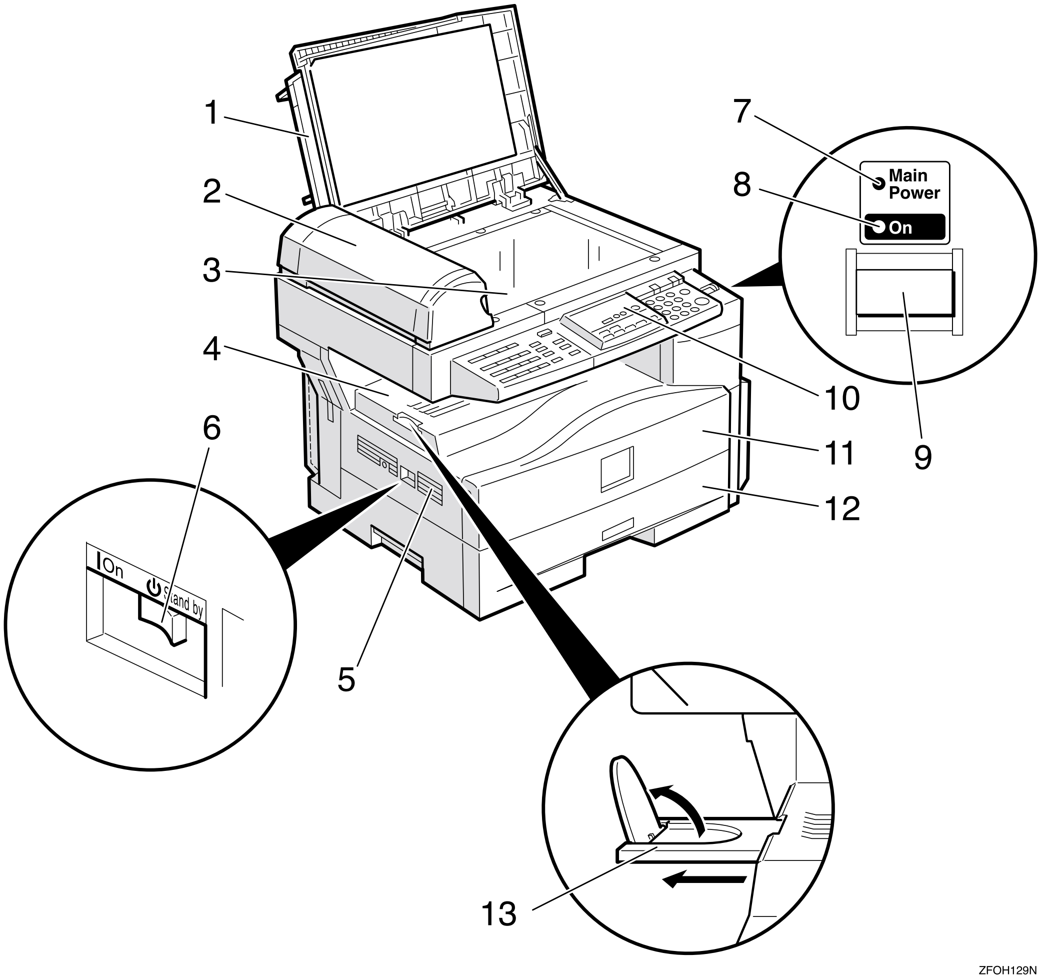
5. Remarks

Do's and Don'ts 57
Where to Put Your Machine 58
Machine Environment 58
Power Connection 59
Access to Machine 60
Maintaining Your Machine 61
Cleaning the Exposure Glass 61
Cleaning the Exposure Glass Cover 61
Cleaning the Document Feeder (ADF) 61

6. Specifications

Mainframe 63
Document Feeder (ADF) (Option) 66
32MB Copier Memory Unit (Option) 67
INDEX 68

Guide to Components



1. Exposure glass cover

Lower the exposure glass cover over the original placed on the exposure glass for copying.

2. Document feeder (ADF) (Option)

Originals will be fed automatically.

3. Exposure glass

Position originals here face down for copying. See p.10 "Originals".

4. Internal tray

Copied paper is delivered here face down.

5. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

6. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax function, do not turn the main power off.

7. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

8. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

9. Operation switch

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

10. Control panel

See p.4 “Control Panel”.

11. Front cover

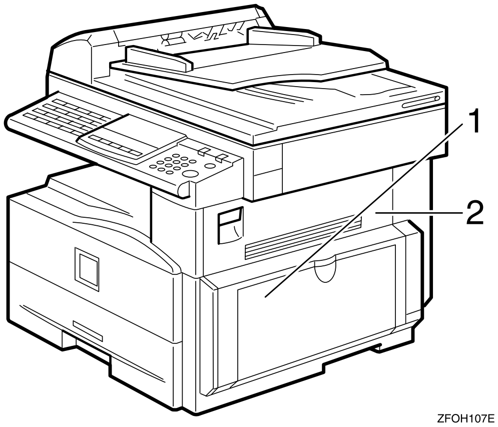
Open to access the inside of the machine.

12. Paper tray

Place paper here. See p.42 “┗ Loading Paper”.

13. Internal tray guide

Swing out to support large papers and raise the end fence.



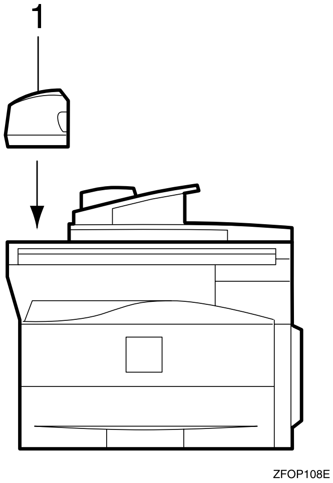
1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, envelopes, and custom size paper. See p.27 “Copying from the Bypass Tray”.

2. Right cover

Open this cover to remove jammed paper fed from the paper tray.

Options



1. Document feeder (ADF)

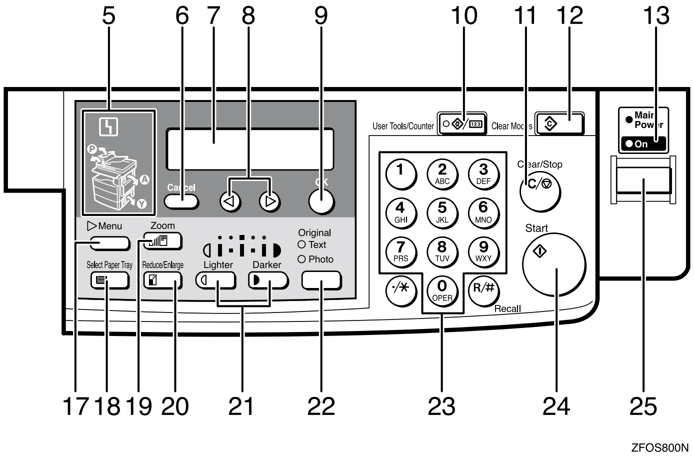
Originals will be fed automatically.

Other options:

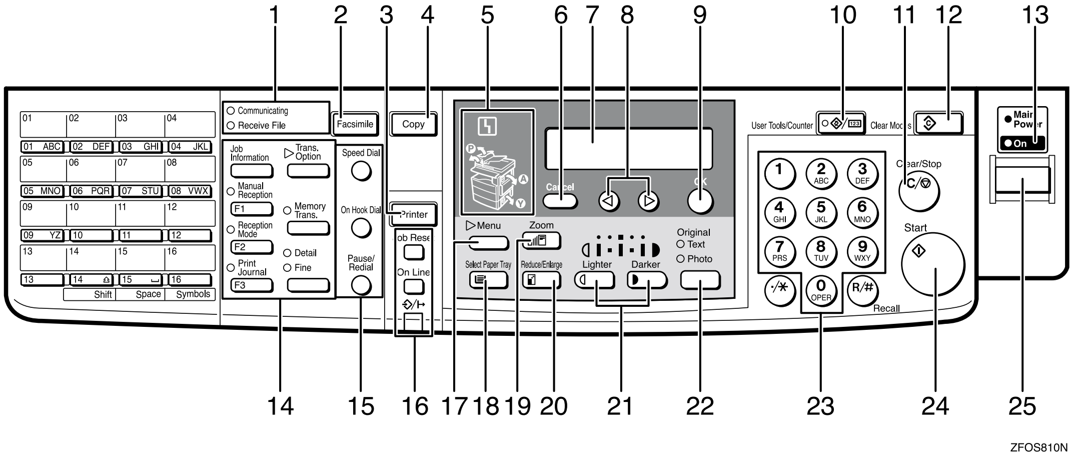
- 32MB copier memory unit
  Increases memory capacity.

Control Panel

❖ Copier only


5
6
7
8
9
10
11
12
13
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Clear/Stop
Start
Recall
17
18
19
20
21
22
23
24
25
ZFOS800N

❖ Fax and/or printer installed


1
2
3
4
5
6
7
8
9
10
11
12
13
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Speed Dial
Manual Reception
Memory Trans.
On Hook Dial
Printer
Job Reset
On Line
Reception Mode
Detail
Fine
Print Journal
Pause/Redial
Shift
Space
Symbols
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Clear/Stop
Start
Recall
14
15
16
17
18
19
20
21
22
23
24
25
ZFOS810N

1. Indicators for fax mode (Fax installed machine only)

See the Facsimile Reference manual.

2. 【Facsimile】 key (Fax installed machine only)

Press to use facsimile functions.

3. 【Printer】 key (Printer installed machine only)

Press to use printer functions.

4. 【Copy】 key

Press to use copy functions.

5. Indicators

These indicators show errors or the status of the machine. See p.39 “Troubleshooting”.

6. 【Cancel】 key

Press to cancel an operation or return to the previous display.

7. Panel display

Shows operation status, error messages, and function menu. See p.6 “Panel Display”.

8. ◁▷ keys (Cursor keys)

Press to select an item on the panel display.

9. 【OK】 key

10. 【User Tools/Counter】 key

Press to change the default settings and conditions to meet your requirements. See p.51 “User Tools (Copier Features)”.

11. 【Clear/Stop】 key

While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

12. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

13. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the operation switch is turned off.

14. Fax function keys (Fax installed machine only)

Press to change modes. To use copy functions, press the 【Copy】 key.

15. Dial Function keys (Fax installed machine only)

See the Facsimile Reference manual.

16. Printer function keys (Printer installed machine only)

Press to change modes. To use copy functions, press the 【Copy】 key.

17. 【Menu】 key

Press this key to set the following functions.

- Combine
  Press to make combined copies. See p.36 “Combine”.
- Sort (Optional 32MB copier memory unit is required)
  Automatically sorts copies. See p.25 “Sort”
- Original Size
  Select the original size that matches the originals placed. See p.20 “Placing Standard Size Originals”

18. 【Select Paper Tray】 key

Press to select the paper tray.

19. 【Zoom】 key

Changes the reproduction ratio in 1% steps.

20. 【Reduce/Enlarge】 key

Press to make reduced or enlarged copies. See p.33 “Preset Reduce/Enlarge”.

21. 【Lighter】 and 【Darker】 keys

Adjusts the copy image density.

22. 【Original】 key

Press to select the original type.

23. Number keys

Use to enter the desired number of copies and data for selected modes.

24. 【Start】 key

Press to start copying. Also use to initiate Auto Start. See p.32 “Auto Start”.

25. Operation switch

Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

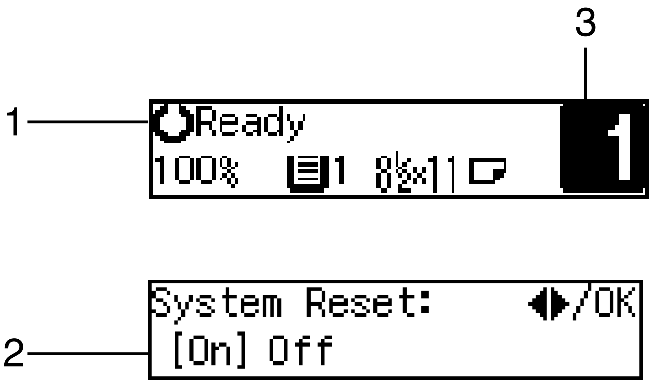
- ❒ Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

- ❒ The machine is in Copy mode when turned on. This can be changed. See "Settings You Can Change with the User Tools" in the System Settings manual.

Displays and Key Operations

❖ Copy display



ZFOS820N

1. Upper line: The machine status or currently selected functions appear here.

2. Bottom line: Items which can be selected or specified, or messages appear here. Currently selected items are displayed with brackets.

3. Number of copies set and number of copies made.

❖ Common keys

◁ or ▷	Press to move between pages or select function.
【Cancel】	Press to cancel an operation or return to the previous display.
【Clear /Stop】	While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.
【Clear Modes】	Press to cancel the settings and return to the standby mode.
【OK】	Press to set a selected function or entered value.

Turning On the Power

To turn the machine on, press the operation switch.

Note

- ❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "6. Auto Off Timer" in the System Settings manual.

Power switches

This machine has two power switches.

❖ **Operation switch (right side of the control panel)**

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**

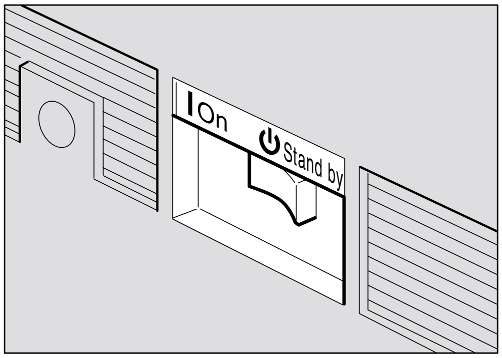
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

The **main power** indicator on the control panel goes on.

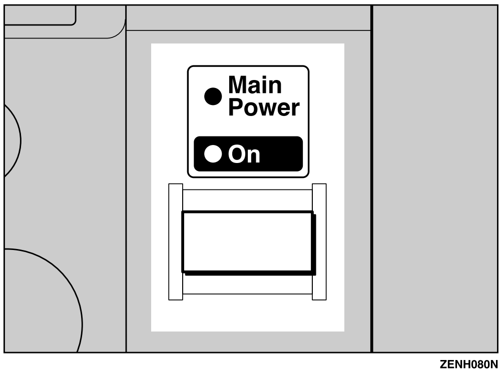


ZFOH830N

Starting the Machine

1 Press the operation switch to make the On indicator go on.

The display panel will come on.



Note

- ❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- ❒ During the warm-up period (less than 20 seconds), you can use the Auto Start function. See p.32 “Auto Start”.
- ❒ You can set up a copy job and press the **【Start】** key while the “Select Modes and Press Start” message is displayed.
- ❒ When “Input User Code and Press OK” is displayed, enter your user code.

Shutting Down the Machine

1 Press the operation switch to make the On indicator go off and change to Low Power mode.

Turning Off the Main Power

1 Turn off the main power switch.

The **main power** indicator of the control panel goes off.

Important

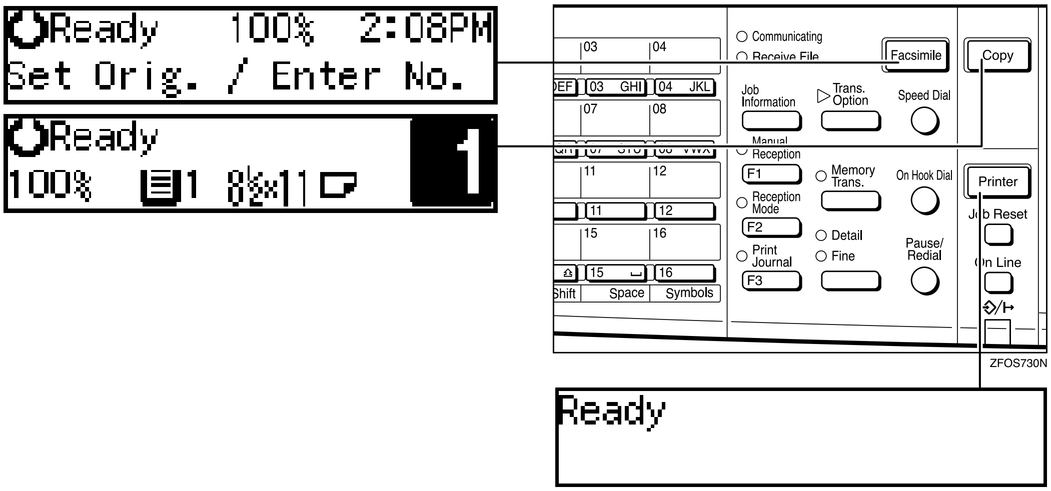
- ❒ Fax files stored in memory will be lost 12 hours after you turn the main power switch off or you unplug the power cord.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax machine or a printer as well. Press the **【Copy】** key to use copy functions, or press the **【Facsimile】** key to use facsimile functions.

If the display shows a mode other than copy mode, press the **【Copy】** key to switch to copy mode.

For details about how to change the mode the machine starts in when you turn the operation switch on, see “1. Function Priority” in the System Settings manual.


Ready 100% 2:08PM
Set Orig. / Enter No.
Ready
100% 1 8½x11
1
03
04
DEF
03 GHI
04 JKL
07
08
11
12
11
12
15
16
15
16
Shift
Space
Symbols
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Speed Dial
Manual Reception
F1
Memory Trans.
On Hook Dial
Printer
Reception Mode
F2
Job Reset
Print Journal
F3
Detail
Fine
Pause/ Redial
On Line
ZFOS730N
Ready

Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During On Hook dialing for fax transmission.
- During Energy Saver mode.

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where original is placed	Original Size	Original Weight
Exposure glass	Up to A4▭	--
Document feeder (ADF)	A4▭ – A5▯▭	52 – 105g/m^2

❖ Inch version

Where original is placed	Original Size	Original Weight
Exposure glass	Up to $8^1/_2$" × 11"▭	--
Document feeder (ADF)	$8^1/_2$" × 14"▭ – $5^1/_2$" × $8^1/_2$"▯▭	14 – 28 lb

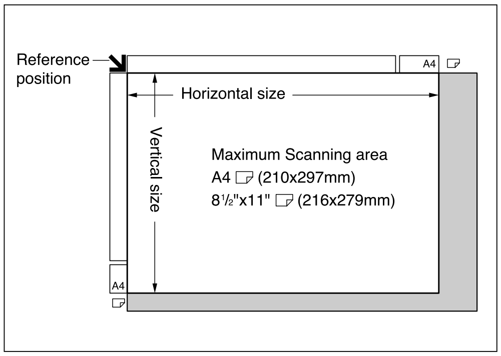
Non-recommended originals for the document feeder (ADF)

Placing the following originals in the document feeder (ADF) might cause paper misfeeds or damage to the originals. Place these originals on the exposure glass.

- Originals other than those specified in p.10 "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Originals of inappropriate weight other than those specified in p.10 "Sizes and Weights of Recommended Originals"
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

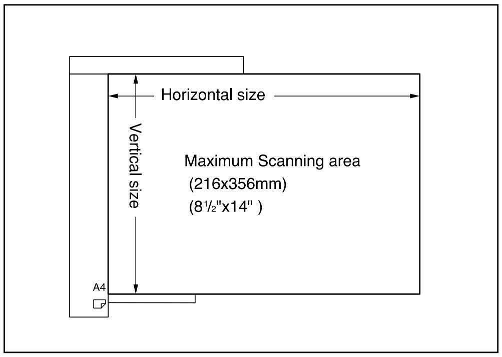
Original Sizes and Scanning Area/Missing Image Area

❖ Exposure glass


Reference position
A4
Horizontal size
Vertical size
Maximum Scanning area
A4 (210x297mm)
8½"x11" (216x279mm)
A4

ZFOH040E

❖ Document feeder (ADF)


Horizontal size
Vertical size
Maximum Scanning area
(216x356mm)
(8½"x14")
A4

ZFOH050E

Limitation

- ❒ Even if you correctly place originals in the document feeder (ADF) or on the exposure glass, margins (about 4mm, 0.2") on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

		Paper sizes		**Paper weight**	**Paper capacity**
Paper Tray		A4▭, A5▯, $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯ **Note** ❐ You can specify the paper size with the user tools. See p.48 "Selecting the Paper Size with the User Tools".		60 – 90g/m², 16 – 24 lb	250 sheets [*1]
By-pass tray	Standard sizes	A4▭, A5▯▭, $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭, $8^{1}/_{2}$" × 14"▭, 8" × 13"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 13"▭, $8^{1}/_{4}$" × 14"▭ **Note** ❐ You can specify the paper size. See p.27 "Copying from the Bypass Tray"		60 – 157g/m², 16 – 42 lb	1 sheet [*1]
	Custom sizes	Metric version	Vertical: 90 – 216mm Horizontal: 140 – 356mm		
		Inch version	Vertical: 3.5" – 8.5" Horizontal: 5.5" – 14"		
		Envelopes: Com#10 Env (104.8 × 241.3mm, $4^{1}/_{8}$" × $9^{1}/_{2}$"), CA Env (162 × 229mm, 6.38" × 9.02"), C6 Env (114 × 162mm, 4.49" × 6.38"), DL Env (110 × 220mm, 4.33" × 8.66"), Monarch Env (98.4 × 190.5mm, $3^{7}/_{8}$" × $7^{1}/_{2}$")		72 – 90g/m², 19 – 24 lb	
		Translucent paper (A4▭), OHP transparencies		–	
		postcards			
		Adhesive labels (A4▭)			

[*1] Paper weight: 80g/m², 20 lb

Important

❐ Use of damp or curled paper may cause a misfeed. If a misfeed occurs, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

- Postcards should be fed from the bypass tray.
- When printing on envelopes, note the following:
  - Load the envelope with the copy side face down on the bypass tray.
  - Check that envelope flap is securely folded up.
  - Before loading the envelope, flatten the leading edge (the side being fed into the machine) by running a pencil or ruler across them.
  - Use only rectangular envelopes.

Reference

If you want to add paper, see p.42 “ϟ Loading Paper”.

If you want to change the paper size, see p.47 “Changing the Paper Size”.

Non-recommended Paper

CAUTION:

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Important

- Do not use any of the following kinds of paper or a fault might occur.
  - Thermal fax paper
  - Art paper
  - Aluminum foil
  - Carbon paper
  - Conductive paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

- Do not use any of the following kinds of paper or a misfeed might occur.
  - Bent, folded, or creased paper
  - Damp paper
  - Torn paper
  - Slippery paper
  - Perforated paper
  - Rough paper
  - Thin paper that has low stiffness
  - Paper with much paper dust on its surface
- If you make copies on rough grain paper, the copy image might be blurred.

❒ Do not use envelopes in the following conditions.

- damp
- excessively curled or twisted
- stuck together
- damaged in any way
- with stamps attached
- with windows, holes, perforations, cutouts or embossing
- with metal clasps, string ties or metal folding bars
- designed to be interlocked
- with nicked edges or bent corners
- with rough, wrinkled or laid finishes
- with any exposed adhesive, when the flap is in the sealed or closed position

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of paper in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a plastic bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Important

❒ If you use toner other than that recommended type, a fault might occur.

Reference

If you want to add toner, see p.43 “ ↳ Changing the Toner Cartridge”.

Toner Storage

Note

❒ When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

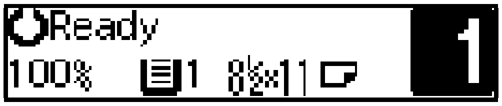
Note

❒ Toner cannot be re-used.

2. Copying

Basic Procedure

1 Make sure that the machine is in Copy mode.



Ready
100% 1 8½x11 1

Note

- ❒ If not, press the **【Copy】** key.

2 If the machine is set for User Code, enter the code with the number keys, and then press the 【OK】 key. See p.31 "User Codes".

3 Make sure that there are no previous settings remaining.

Note

- ❒ To clear settings, press the **【Clear Modes】** key.

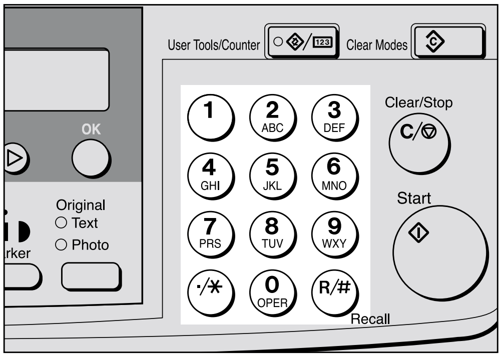
4 Place your originals.

Reference

See p.19 "Placing Originals".

5 Make the desired settings.

6 Enter the number of copies required with the number keys.



ZFOS840N

Note

- ❒ You cannot enter the number of copies when you select the bypass tray.
- ❒ The maximum copy quantity can be set between 1 and 99 (default: *99*). See "1. Max. Copy Q'ty" in p.54 "Copier Features".
- ❒ To change the number entered, press the **【Clear/Stop】** key, and then enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

- ❒ To stop the machine during the multi-copy run, press the **【Clear/Stop】** key.
- ❒ To return the machine to the initial condition after copying, press the **【Clear Modes】** key.

System Reset

The machine returns to its prioritized mode automatically after your job is finished, after a certain period of time. This function is called "System Reset".

Note

- ❒ You can change the System Reset time. See "3. System Reset" in the System Settings manual.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called “Auto Off”.

Note

❒ How to exit Auto Off mode:
  - Turn on the operation switch
  - Place an original in the document feeder (ADF)
  - Lift and lower the exposure glass cover

❒ You can change the Auto Off time. See “6. Auto Off Timer” in the System Settings manual.

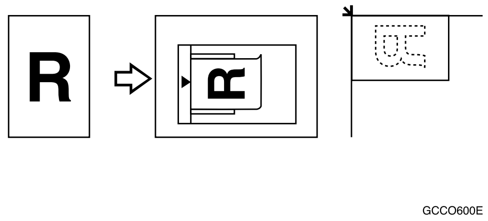
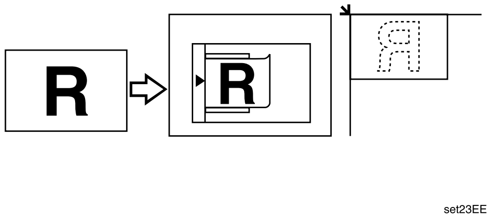
Placing Originals

Limitation

- ❒ Place originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

- ❒ Basically, the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Document feeder (ADF)	Exposure glass
 GCCO600E		
 set23EE		

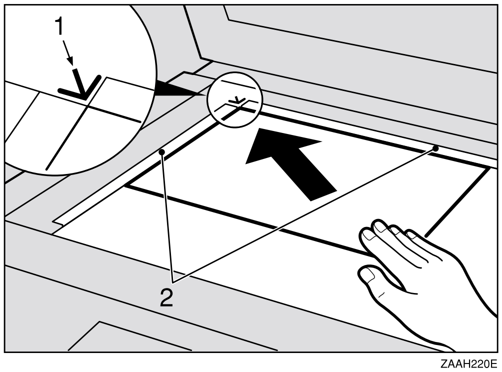
Reference

See p.10 “Originals”.

Placing Originals on the Exposure Glass

1. **Lift the exposure glass cover or the document feeder (ADF).**

2. **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**



1. **Reference mark**

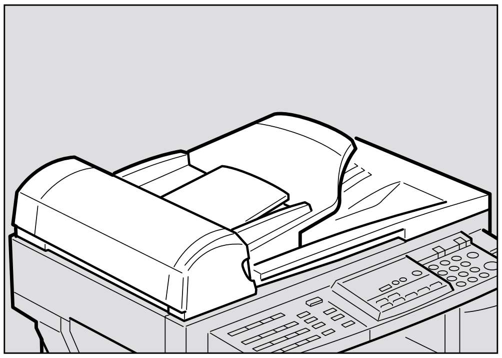
2. **Scale**

3. **Lower the exposure glass cover or the document feeder (ADF).**

Loading Originals in the Document Feeder (ADF)

Note

- ❒ The original might become dirty if it is written with a pencil or similar tools.
- ❒ Do not place any foreign objects on the document feeder (ADF) or cover it with your hand.

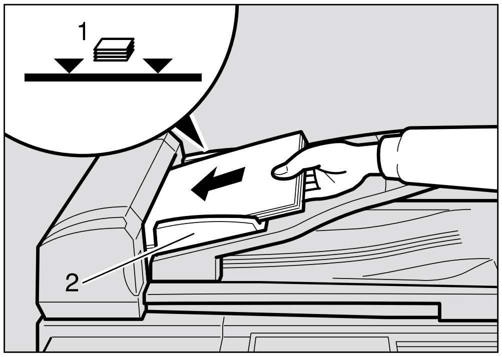


Reference

Regarding originals that the document feeder (ADF) can handle, see p.10 "Originals".

1 **Adjust the guide to the original size.**

2 **Place the aligned originals face up into the document feeder (ADF).**


1
2
ZFOP440E

1. **Limit mark**

2. **Document guide**

Note

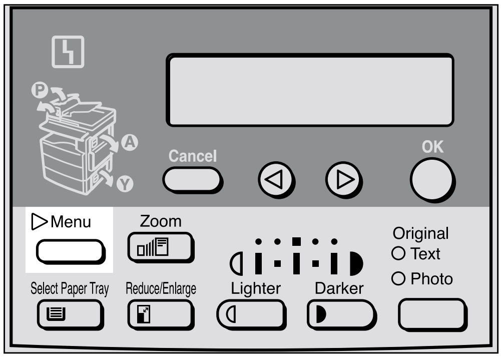
- ❒ Do not stack originals above the limit mark.
- ❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder (ADF).

Placing Standard Size Originals

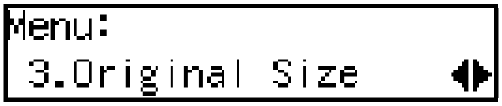
Note

- ❒ When the copy paper size and the original size differ, follow the steps below.

1 **Press the 【Menu】 key.**


P
A
Y
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS850N

2 **Press the ◁ or ▷ key to select "3. Original Size", and then press the 【OK】 key.**

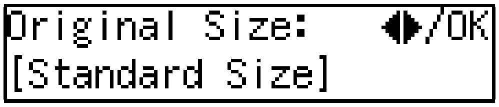


```
Menu:
 3.Original Size    ◀▶
```

Note

- ❒ You can also enter this mode by pressing the 【R/#】 key.
- ❒ When the bypass tray is selected, the 【R/#】 key does not work to enter this mode.

3 **Make sure that "Standard Size" is selected, and then press the 【OK】 key.**

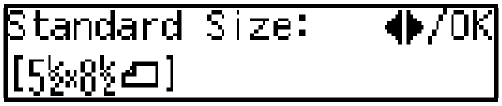


```
Original Size:   ◀▶/OK
[Standard Size]
```

Note

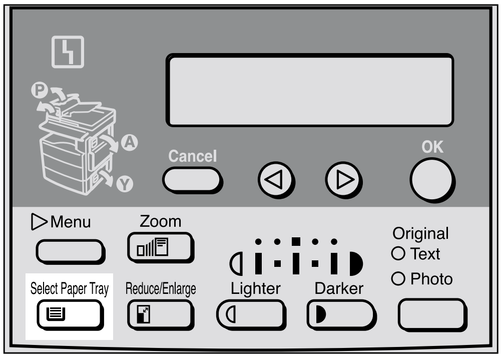
- ❒ If not, press the ◁ or ▷ key to select it.

4 **Press the ◁ or ▷ key to select original size, and then press the 【OK】 key.**



```
Standard Size:   ◀▶/OK
[5½×8½▭]
```

5 **Press the 【Select Paper Tray】 key to select your desired tray.**


P
A
Y
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

ZFOS860N

Note

- ❒ Select the same size and direction copy paper as the original.

6 **Press the 【Start】 key.**

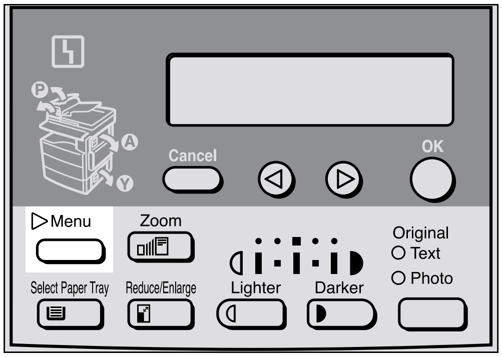
Placing Custom Size Originals

Limitation

- ❒ Enter the size of your original if it is not one of the following: A4▭, A5▯▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 13"▭, $8^1/_2$" × 11"▭, $5^1/_2$" × $8^1/_2$"▯▭, 8" × 13"▭, $8^1/_4$" × 13"▭, $8^1/_4$" × 14"▭
- ❒ For exposure glass, the paper size that can be set with this function is vertical 105–216mm, 4.1"–8.5", horizontal 128–297mm, 5"–11"
- ❒ For document feeder (ADF), the paper size that can be set with this function is vertical 140–216mm, 5.5"–8.5", horizontal 140–356mm, 5.5"–14".
- ❒ For exposure glass, the maximum copy paper size is 210 × 297mm, $8^1/_2$" × 11".
- ❒ For document feeder (ADF), the maximum copy paper size is 216 × 356mm, $8^1/_2$" × 14".

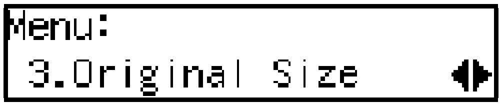
1 **Place one original face down on the exposure glass or face up into the document feeder (ADF).**

2 **Press the 【Menu】 key.**


P
A
Y
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

ZFOS850N

3 Press the ◁ or ▷ key to select "3. Original Size", and then press the 【OK】 key.

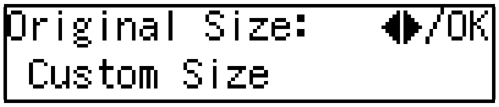


```
Menu:
 3.Original Size    ◀▶
```

Note

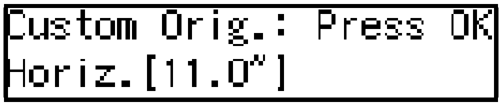
- ❒ You can also enter this mode by pressing the 【R/#】 key.

4 Press the ◁ or ▷ key to select "Custom Size", and then press the 【OK】 key.



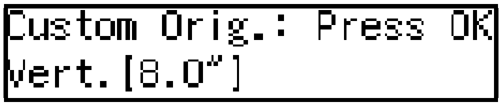
```
Original Size:   ◀▶/OK
 Custom Size
```

5 Enter the horizontal size of the original with the number keys, and then press the 【OK】 key.



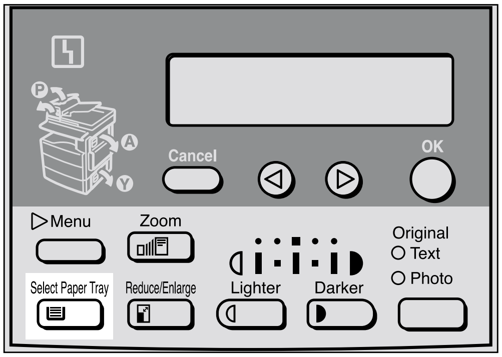
```
Custom Orig.: Press OK
Horiz.[11.0"]
```

6 Enter the vertical size of the original with the number keys, and then press the 【OK】 key.



```
Custom Orig.: Press OK
Vert.[8.0"]
```

7 Press the 【Select Paper Tray】 key to select your desired paper tray.


P
A
Y
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

ZFOS860N

8 Press the 【Start】 key.

Basic Functions

Note

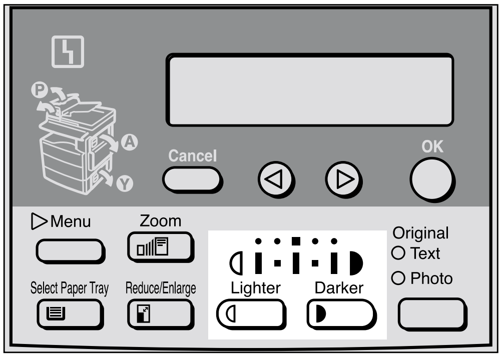
- ❒ You can select functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See p.54 "Settings You Can Change with the User Tools".
- ❒ You can change default settings for basic functions. See p.54 "Settings You Can Change with the User Tools".

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

If you require darker or lighter copies, adjust the image density yourself.

1 Press the 【Lighter】 or 【Darker】 key to adjust the image density.


P
A
Y
Cancel
OK
▷Menu
Zoom
Original
○ Text
○ Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

ZFOS870N

Selecting an Original Type

There are two ways to match your originals:

❖ **Text**

If you do not select either mode, your originals will be scanned with the settings suitable for text originals with this mode.

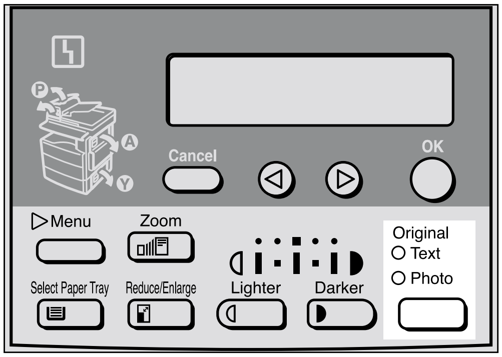
❖ **Photo**

Delicate tones of photographs and pictures can be reproduced with this mode.

Note

- ❒ You can change the detailed settings for Text and Photo each with the User Tools. See p.54 "Settings You Can Change with the User Tools".

1 Press the 【Original】 key, and then select the original type.


P
A
Y
Cancel
OK
▷Menu
Zoom
Original
○ Text
○ Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

ZFOS880N

Note

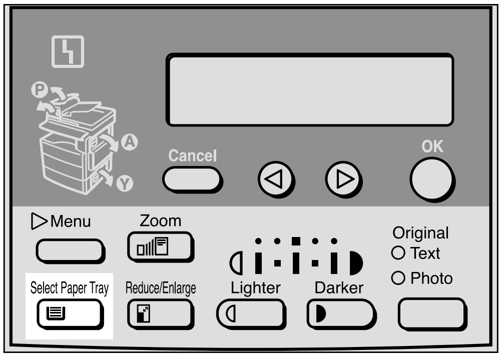
- ❒ Press the 【Original】 key to step through the following types:

Upper indicator lit	Text
Lower indicator lit	Photo

Selecting Copy Paper

You can manually select the paper tray for the paper size you wish to use.

1 **Select the paper tray or bypass tray by pressing the 【Select Paper Tray】 key.**


P
A
Y
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS860N

Sort

The optional 32MB copier memory unit is required to use this function.

The machine can scan your originals into memory and automatically sort the copies.

Limitation

- ❒ The maximum paper length for the sort function is 356 mm.
- ❒ You cannot use the bypass tray with this function.

Note

- ❒ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

❖ Metric version

Internal tray	• A4 or smaller: 250 sheets (80g/m^2)

❖ Inch version

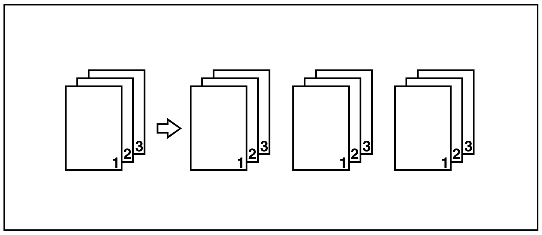
Internal tray	• $8^{1}/_{2}$" × 11" or smaller: 250 sheets (20 lb)

- ❒ The maximum tray capacity might also be reduced when copy paper is considerably curled.

Sort

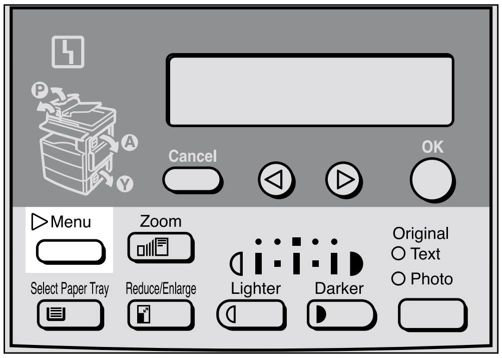
Copies can be assembled as sets in sequential order.

❖ Sort



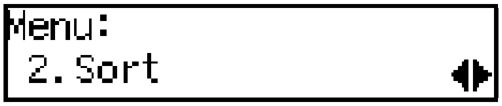
CP160-A

1 **Press the 【Menu】 key.**


P
A
Y
Cancel
OK
▷Menu
Zoom
Original
○ Text
○ Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

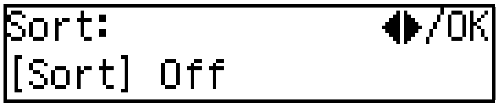
ZFOS850N

2 **Select "2. Sort" with the ◁ or ▷ key, and then press the 【OK】 key.**



```
Menu:
 2.Sort            ◀▶
```

3 **Select "Sort" with the ◁ or ▷ key, and then press the 【OK】 key.**



```
Sort:          ◀▶/OK
[Sort] Off
```

4 **Enter the number of copy sets with the number keys.**

Note

- ❒ The maximum number of sets is 99. You can change the default number with "1. Max. Copy Q'ty" in the copier features. See p.54 "Settings You Can Change with the User Tools".
- ❒ To change the number entered, press the **【Clear/Stop】** key and enter the new number.

5 **Place your originals.**

When loading originals in the document feeder (ADF)

❶ **Load your originals in the document feeder (ADF), and then press the【Start】key.**

Note

- ❒ The last page should be on the bottom.
- ❒ If an original is misfed, place your originals in the document feeder (ADF) again according to the instruction on the display.

When placing an original on the exposure glass

❶ **Place the original, and then press the【Start】key.**

❷ **Place the next original, and then press the【Start】key.**

Note

- ❒ Place the original in the same direction as the first one.

❸ **After all originals are scanned, press the【R/#】key.**

The copies are delivered to the tray.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, envelopes, and copy paper that cannot be set in the paper tray.

Note

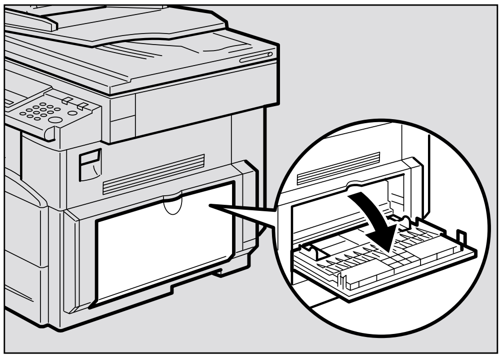
- ❒ If you do not use standard size copy paper, you should enter vertical and horizontal dimensions. The sizes that you can enter are as follows:

Metric version	• Vertical: 90 – 216mm • Horizontal: 140 – 356 mm
Inch version	• Vertical: 3.5" – 8.5" • Horizontal: 5.5" – 14"

Reference

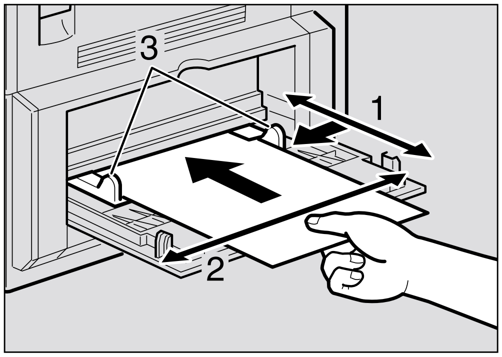
For details about paper capacity in the bypass tray, see p.12 “Copy Paper”.

1 Open the bypass tray.



ZFOY109E

2 Adjust the paper guides and gently insert the copy paper face down.



ZFOY110E

1. **Horizontal size**
2. **Vertical size**
3. **Paper guides**

Important

- ❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

Note

- ❒ Set the direction of the copy paper to ☐.
- ❒ If you set A4, $8^1/_2$" × 14" or larger copy paper, hold the edge of the paper.
- ❒ You can specify the type of paper used for the bypass tray. See “6. Bypass Paper Type” in p.54 “Copier Features”
- ❒ The machine operates the function that forces to feed the paper in three minutes after you load the paper on the bypass tray.

Reference

For details about how to set the copy paper, see p.28 "When copying onto OHP transparencies", p.29 "When copying onto standard size paper", p.29 "When copying onto custom size copy paper" or p.30 "When copying onto envelopes".

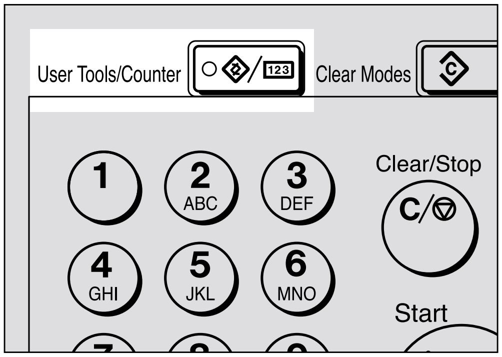
3 **Place your originals, and then press the 【Start】 key.**

Important

- ❒ Do not insert copy paper into the bypass tray while copying or copy interruption. A misfeed might occur.

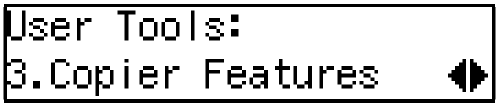
When copying onto OHP transparencies

1 **Press the 【User Tools/Counter】 key.**



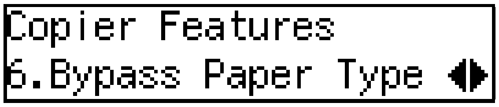
ZFOS760N

2 **Press the ◁ or ▷ key to display "3. Copier Features", and then press the 【OK】 key.**



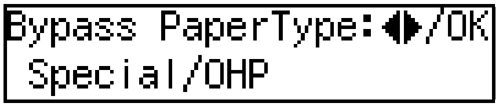
```
User Tools:
3.Copier Features   ◀▶
```

3 **Press the ◁ or ▷ key to display "6. Bypass Paper Type", and then press the 【OK】 key.**



```
Copier Features
6.Bypass Paper Type ◀▶
```

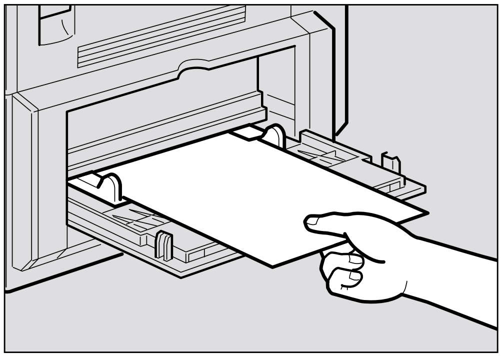
4 **Press the ◁ or ▷ key to display "Special/OHP", and then press the 【OK】 key.**



```
Bypass PaperType:◀▶/OK
 Special/OHP
```

5 **Press the 【User Tools/Counter】 key to exit from the user tools.**

6 **Gently insert the OHP transparency face down and adjust the paper guide.**



ZFOY111E

Important

- ❒ The side of OHP transparency that is copied is fixed. Before you place the OHP transparency in the bypass tray, check the cutting position of the OHP transparency.

When copying onto standard size paper

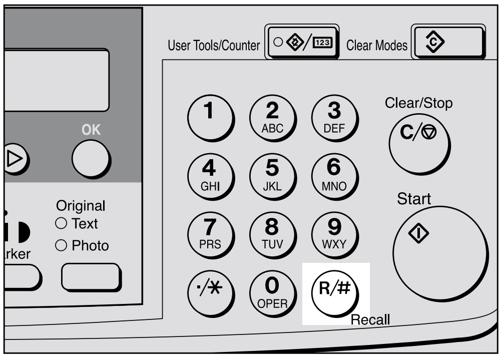
Important

- ❒ You should specify the size of paper to avoid paper misfeeds.

Note

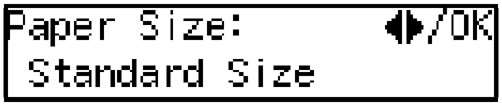
- ❒ The default copy paper size for the paper tray and the bypass tray is A4, 8 1/2" × 11"▭

1 Press the 【R/#】 key.


User Tools/Counter
Clear Modes
Clear/Stop
Start
OK
Original
Text
Photo
rker
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
·/✱
0 OPER
R/#
Recall

ZFOS890N

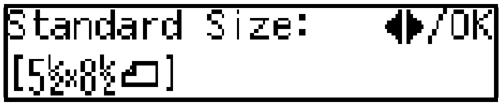
2 Make sure that "Standard Size" is selected, and then press the 【OK】 key.


Paper Size: ◀▶/OK
Standard Size

Note

- ❒ If not, press the ◁ or ▷ key to select it.

3 Press the ◁ or ▷ key to select paper size, and then press the 【OK】 key.

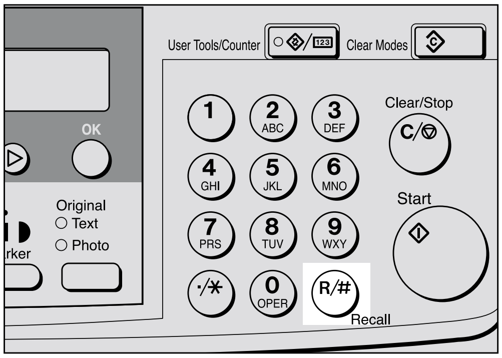

Standard Size: ◀▶/OK
[5½×8½▭]

When copying onto custom size copy paper

Important

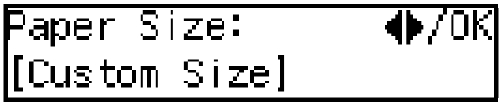
- ❒ You should specify the size of paper to avoid paper misfeeds.

1 Press the 【R/#】 key.

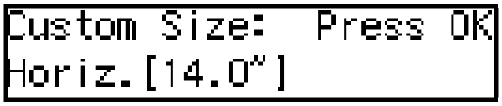

User Tools/Counter
Clear Modes
Clear/Stop
Start
OK
Original
Text
Photo
rker
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
·/✱
0 OPER
R/#
Recall

ZFOS890N

2 Press the ◁ or ▷ key to select "Custom Size", and then press the 【OK】 key.


Paper Size: ◀▶/OK
[Custom Size]

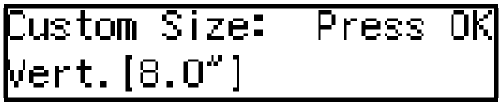
3 Enter the horizontal size of the paper with the number keys, and then press the 【OK】 key.


Custom Size: Press OK
Horiz.[14.0"]

Note

- ❒ To change the number entered, press the 【Clear/Stop】 key, and then enter the new number.

4 **Enter the vertical size of the paper with the number keys, and then press the 【OK】 key.**



```
Custom Size:  Press OK
Vert.[8.0"]
```

Note

- ❒ To change the number entered, press the 【**Clear/Stop**】 key, and then enter the new number.

When copying onto envelopes

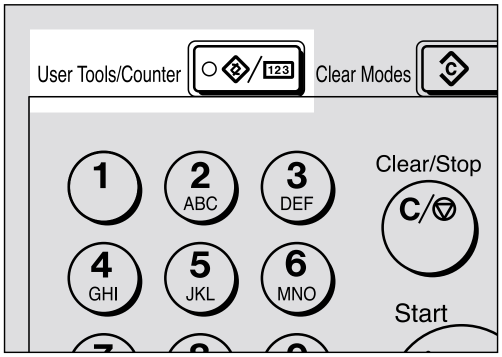
Note

- ❒ Set the direction of the envelope to ▭

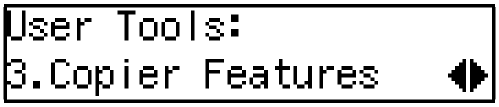
Reference

For details about envelopes, see p.12 "Copy Paper"

1 **Press the 【User Tools/Counter】 key.**

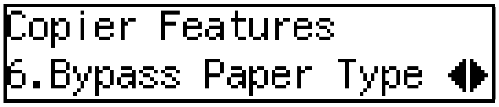

User Tools/Counter
Clear Modes
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
Clear/Stop
C/
Start
ZFOS760N

2 **Press the ◁ or ▷ key to display "3. Copier Features", and then press the 【OK】 key.**



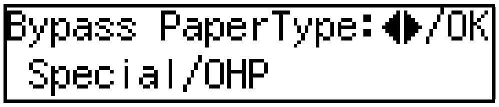
```
User Tools:
3.Copier Features   ◀▶
```

3 **Press the ◁ or ▷ key to display "6. Bypass Paper Type", and then press the 【OK】 key.**



```
Copier Features
6.Bypass Paper Type ◀▶
```

4 **Press the ◁ or ▷ key to display "Special/OHP", and then press the 【OK】 key.**



```
Bypass PaperType:◀▶/OK
 Special/OHP
```

5 **Press the 【User Tools/Counter】 key to exit from the user tools.**

Other Functions

User Codes

When user codes are set, operators must enter their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

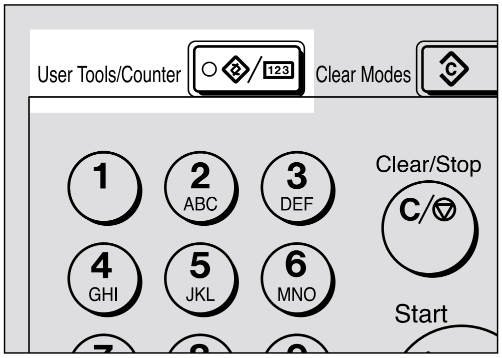
- ❒ When user codes are set, the machine will prompt you for your user code after the power switch is turned on or Copy Reset Timer comes into effect.
- ❒ To prevent others from making copies using your user code, press the **【Clear Modes】** and **【Clear/Stop】** keys simultaneously after copying.

Reference

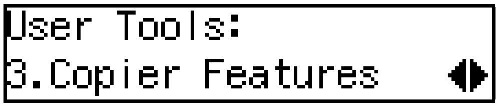
For details about user codes, see p.54 “Settings You Can Change with the User Tools”.

Setting the User Code

1 Press the 【User Tools/Counter】 key.

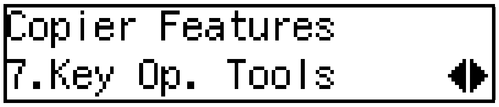


2 Press the ◁ or ▷ key to display “3. Copier Features”, and then press the 【OK】 key.



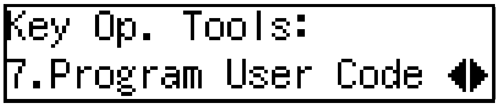
```
User Tools:
3.Copier Features    ◀▶
```

3 Press the ◁ or ▷ key until “7. Key Op. Tools” is displayed, and then press the 【OK】 key.



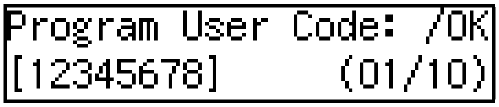
```
Copier Features
7.Key Op. Tools      ◀▶
```

4 Press the ◁ or ▷ key until “7. Program User Code” is displayed, and then press the 【OK】 key.



```
Key Op. Tools:
7.Program User Code ◀▶
```

5 Enter the desired user code with the number keys, and then press the 【OK】 key.



```
Program User Code: /OK
[12345678]     (01/10)
```

Auto Start

If you press the **【Start】** key during the warm-up period, the **【Start】** key will blink and your copies will be made as soon as warm-up finishes.

1 **Make any adjustments to copy settings during the warm-up period.**

2 **Place your originals.**

3 **Press the 【Start】 key.**

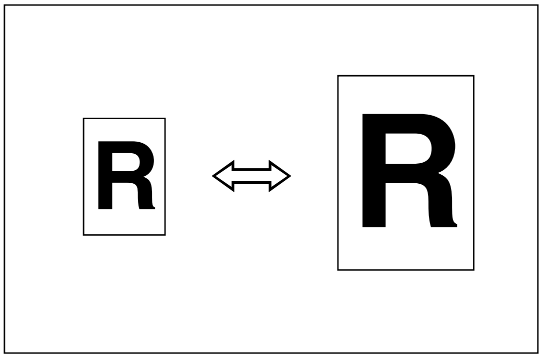
The **【Start】** key indicator flashes green.

Note

❒ To cancel Auto Start, press the **【Clear/Stop】** key.

Preset Reduce/Enlarge

You can select a preset ratio for copying.



CP2T100

Note

- ❒ You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- ❒ You can change the preset ratios to other ratios you frequently use. See “3. Set Ratio” in p.54 “Copier Features”.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

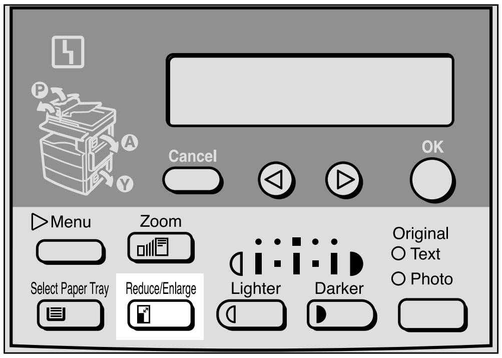
❖ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A6→A4
141 (enlarge area by 2)	A5→A4
100	Full Size
93	A little reduced. (Create Margin)
71 (reduce area by $^{1}/_{2}$)	A4→A5
50 (reduce area by $^{1}/_{4}$)	A4→A6

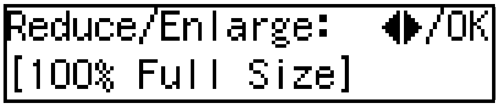
❖ Inch version

Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	$5^{1}/_{2}" \times 8^{1}/_{2}" \rightarrow 8^{1}/_{2}" \times 14"$
129	$5^{1}/_{2}" \times 8^{1}/_{2}" \rightarrow 8^{1}/_{2}" \times 11"$
100	Full Size
93	A little reduced. (Create Margin)
78	$8^{1}/_{2}" \times 14" \rightarrow 8^{1}/_{2}" \times 11"$
65 (reduce area by $^{1}/_{4}$)	$8^{1}/_{2}" \times 11" \rightarrow 5^{1}/_{2}" \times 8^{1}/_{2}"$

1 Press the 【Reduce/Enlarge】 key.



ZFOS900N



```
Reduce/Enlarge:  ◀▶/OK
[100% Full Size]
```

2 Press the 【Reduce/Enlarge】 key or the ◁ or ▷ key until the desired reduce/enlarge size is displayed.

Note

- ❒ The ratio displayed changes every time you press the 【Reduce/Enlarge】 key or the ◁ or ▷ key.

3 Press the 【OK】 key.

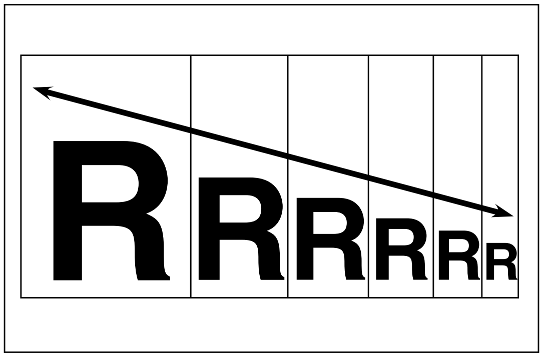
4 **Place your originals, and then press the 【Start】 key.**

Note

- ❒ When the copy paper size and the original size differ, set the original size. See p.20 "Placing Standard Size Originals"

Zoom

You can change the reproduction ratio in 1% steps.


R
R
R
R
R
R
CP2Z0100

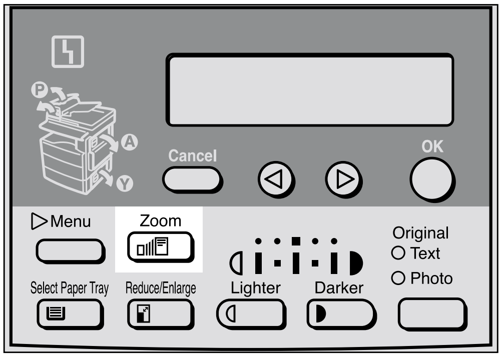
Note

❐ You can change the reproduction ratio from 50–200%.

❐ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❐ You can select a preset ratio which is near the desired ratio, and then adjust the ratio with the ◁ or ▷ key.

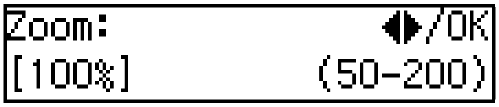
1 **Press the 【Zoom】 key.**


P
A
Y
Cancel
OK
▷Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS910N

2 **Enter the ratio.**

When using the ◁ or ▷ key

❶ **Enter the desired reproduction ratios with the ◁ or ▷ key.**



Zoom: ◀▶/OK
[100%] (50-200)

Note

❐ To change the ratio in 1% steps, just press the ◁ or ▷ key. To change the ratio in 10% steps, press and hold down the ◁ or ▷ key.

❐ To change the ratio entered, press the 【Clear/Stop】 key, and then enter the new ratio.

When using the number keys

❶ **Enter the desired ratio with the number keys.**

Note

❐ To change the ratio entered, press the 【Clear/Stop】 key, and then enter the new ratio.

3 **Press the 【OK】 key.**

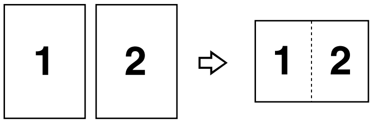
4 **Place your originals, and then press the 【Start】 key.**

Note

❐ When you place originals in the document feeder, set the original size. See p.20 "Placing Standard Size Originals"

Combine

Use this feature to combine two original images onto one page.



Combine1

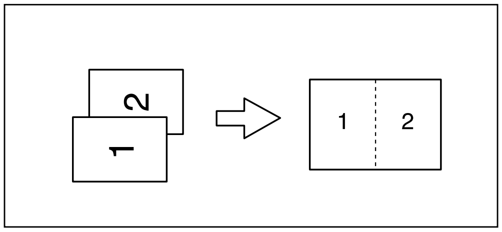
Limitation

- ❒ The machine cannot copy originals different in size and direction.
- ❒ You cannot use the bypass tray with this function.

Note

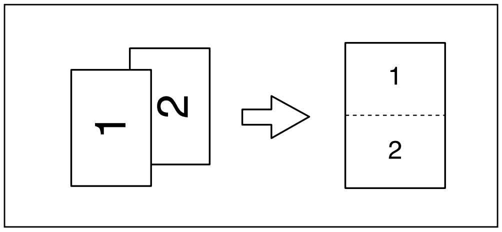
- ❒ A5, $5^1/_2$" × $8^1/_2$"▯ copy paper cannot be combined.
- ❒ The number of originals copied (combined) can be 2.
- ❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper size and the original size.
- ❒ You can change the reproduction ratio from 50–200%.
- ❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.
- ❒ When the number of originals placed is less than the number specified for combining, the last page(s) will be copied blank.
- ❒ Direction of the originals and arrangement of combined images.

❖ Portrait (▯) originals



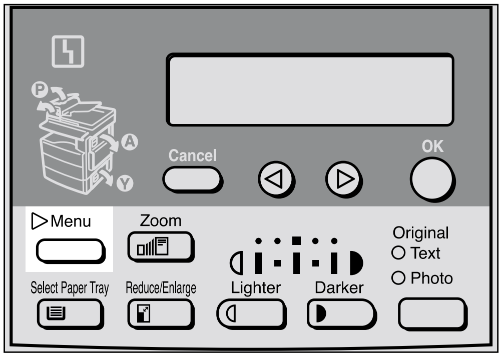
GCCO610E

❖ Landscape (▭) originals



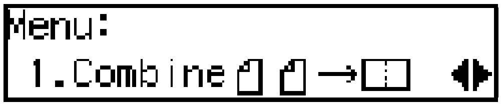
GCCO620E

1 **Press the 【Menu】 key.**



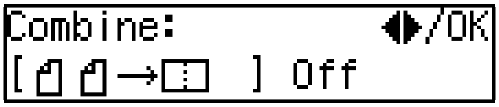
ZFOS850N

2 **Make sure that "1. Combine▯▯→◫" is selected, and then press the 【OK】 key.**



Menu:
1.Combine▯▯→◫ ◀▶

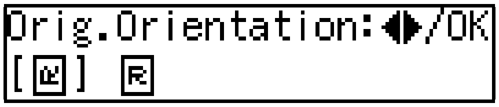
3 **Select “▯▯→◫” with the ◁ or ▷ key, and then press the 【OK】 key.**



Combine: ◀▶/OK
[▯▯→◫] Off

Note

- ❒ You can specify the orientation of originals. See “5. Orig. Orientation” in the Copier Features in p.54 “Settings You Can Change with the User Tools”



Orig.Orientation:◀▶/OK
[▣] ▣

4 **Press the 【Select Paper Tray】 key to select the copy paper.**

5 **Place your originals.**

Note

- ❒ Set the direction of the original to ◳.

When placing an original on the exposure glass

---

❶ Place the original, and then press the 【Start】 key.

❷ Place the next original, and then press the 【Start】 key.

Note

- ❒ To finish copying, press the 【R/#】 key to eject the copy.

When loading originals in the document feeder (ADF)

---

❶ Load your originals, and then press the 【Start】 key.

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

Mode after you select **Mode before you select**	**Custom Originals**	**Copying from the Bypass Tray**	**Image Density**	**Text Originals**	**Photo Originals**	**Zoom**	**Preset Reduce/Enlarge**	**Combine**	**Sort**
Custom Originals	--	☆	☆	☆	☆	☆	☆	☆	☆
Copying from the Bypass Tray	☆	--	☆	☆	☆	☆	☆	×	×
Image Density	☆	☆	--	☆	☆	☆	☆	☆	☆
Text Originals	☆	☆	☆	--	→	☆	☆	☆	☆
Photo Originals	☆	☆	☆	→	--	☆	☆	☆	☆
Zoom	☆	☆	☆	☆	☆	--	→	→	☆
Preset Reduce/Enlarge	☆	☆	☆	☆	☆	→	--	→	☆
Combine	☆	×	☆	☆	☆	☆	☆	--	☆
Sort	☆	×	☆	☆	☆	☆	☆	☆	--

3. Troubleshooting

Machine Operation Problems

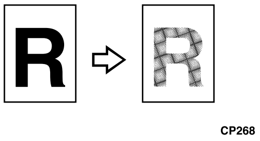
General

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. **Reference** You can use Auto Start mode during the warm-up period. See p.32 “Auto Start”.
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See “1. Max. Copy Q'ty” in p.54 “Copier Features”.
The machine instructs you to enter the user code (8–digit number).	User codes are set.	Enter the user codes. See p.31 “User Codes”.

Display

Problem	Cause	Action
The panel display is off.	The machine is in Energy Saver mode.	Turn on the operation switch. See p.1 “Guide to Components”
	The operation switch is turned off.	
	The main power switch is turned off.	Turn on the main power switch. See p.1 “Guide to Components”
	The power cord is unplugged.	Make sure that the power cord is plugged into the wall outlet firmly.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See p.1 “Guide to Components”.
	The power cord is unplugged.	Make sure that the power cord is plugged into the wall outlet firmly.

Cannot Make Clear Copies

Problem	**Cause**	**Action**
Copies appear dirty.	The image density is too dark.	Adjust the image density. See p.23 “Adjusting Copy Image Density”.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See p.23 “Adjusting Copy Image Density”.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. See p.23 “Adjusting Copy Image Density”.
		Change the original direction.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, exposure glass cover, or document feeder (ADF) white sheet is dirty.	Clean them. See p.61 “Maintaining Your Machine”.
When copying with the document feeder (ADF), black lines appear in a copy.	Your document feeder (ADF) might be dirty.	Clean the document feeder (ADF) with a cloth. See p.61 “Maintaining Your Machine”.
Copies are too light.	The image density is too light.	Adjust the image density. See p.23 “Adjusting Copy Image Density”.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. See p.43 “ Changing the Toner Cartridge”.
Parts of the image are not copied.	The original is not placed correctly.	Place originals correctly. See p.19 “Placing Originals”.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	Place originals correctly. See p.19 “Placing Originals”.
	The side of the original placed is incorrect.	Place originals correctly.
A moire pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Change the original direction.

Cannot Make Desired Copies

Problem	**Cause**	**Action**
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See p.47 "Changing the Paper Size" or p.27 "Copying from the Bypass Tray".
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See p.38 "Combination Chart".

Combine

Problem	**Cause**	**Action**
Parts of the image are not copied.	The original size and the copy paper size do not match.	Set the original size and the copy paper size correctly. See p.20 "Placing Standard Size Originals"
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You placed originals in an incorrect order.	When loading originals in the document feeder (ADF), the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.

Loading Paper

Note

- ❒ If you want to change the paper size, see p.47 “Changing the Paper Size”.

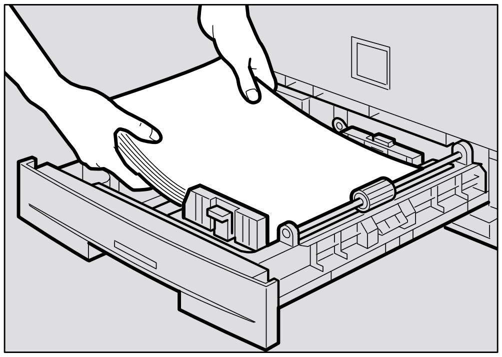
Reference

Regarding paper types and sizes that can be used, see p.12 “Copy Paper”.

1 Make sure that the paper tray is not being used.

2 Pull out the paper tray until it stops.

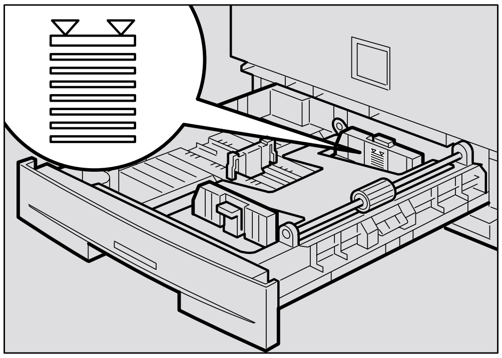
3 Push the metal plate down, and then square the paper and load it in the tray.



ZFOY112E

Important

- ❒ Do not stack paper over the limit mark.



ZFOY113E

- ❒ If paper is left in the paper tray and then you add paper, a misfeed might occur.

Note

- ❒ Shuffle the paper before setting it in the tray.

4 Push the paper tray in until it stops.

┓ Changing the Toner Cartridge

When ┓ is displayed, it is time to supply toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Important

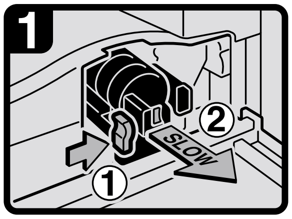
- ☐ If you use toner other than that recommended, a fault might occur.
- ☐ When adding toner, do not turn off the power switch. If you do, your settings are cleared.
- ☐ Always add toner after the machine instructs you to add toner.

Note

- ☐ You can still make about 50 copies after the ┓ symbol is lit and “Toner is Almost Empty” is displayed, but replace the toner early to prevent poor copy quality.

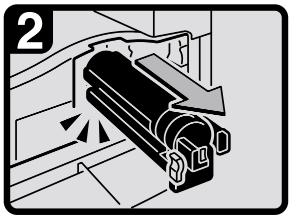
Reference

Regarding toner storage, see p.15 “Toner Storage”.



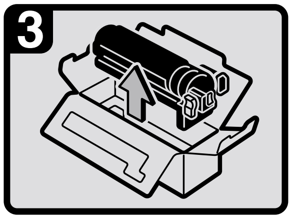
ZFOT119E

- Open the front cover of the machine.
- Push the green lever.

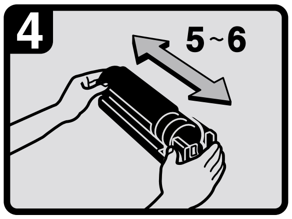


ZFOT120E

- Gently pull out the toner cartridge.

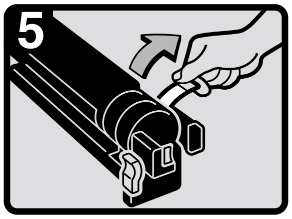


ZFOT121E



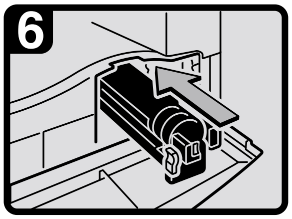
ZFOT122E

- Hold the new toner cartridge horizontally, and then shake it 5 or 6 times.



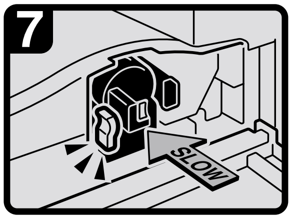
ZFOT123E

- Remove the seal.



ZFOT124E

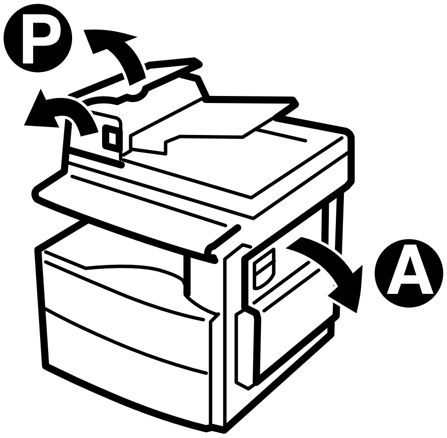
- Insert the new toner cartridge.



ZFOT125E

- Push the new toner cartridge in until it clicks.
- Close the front cover of the machine.

Clearing Misfeeds



⚠ ***CAUTION:***

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

Important

❒ When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.

❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.

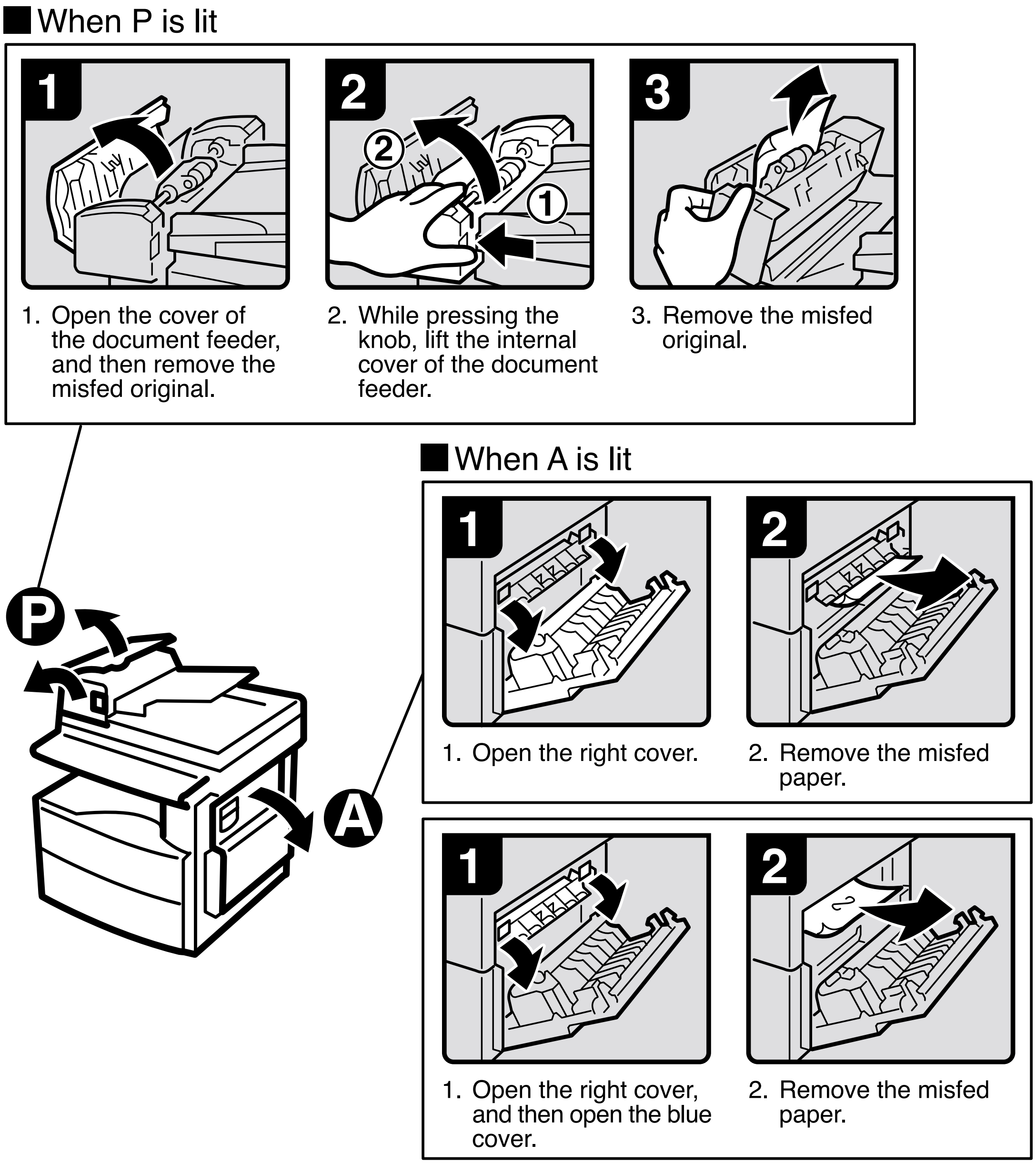
❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

❒ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, P.

❒ You can find a sticker explaining how to remove misfed paper inside of the right cover.

❒ When the machine instructs you to place originals once again, place your originals in the feeding position. The display might indicate the number of originals you should return.



■ When P is lit

1. Open the cover of the document feeder, and then remove the misfed original.
2. While pressing the knob, lift the internal cover of the document feeder.
3. Remove the misfed original.

■ When A is lit

1. Open the right cover.
2. Remove the misfed paper.

1. Open the right cover, and then open the blue cover.
2. Remove the misfed paper.

ZFOH126E

Changing the Paper Size

Important

- ❒ Select the paper size with the user tools, or misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be loaded in the tray, see p.12 "Copy Paper".

Changing the Paper Size in the Paper Tray

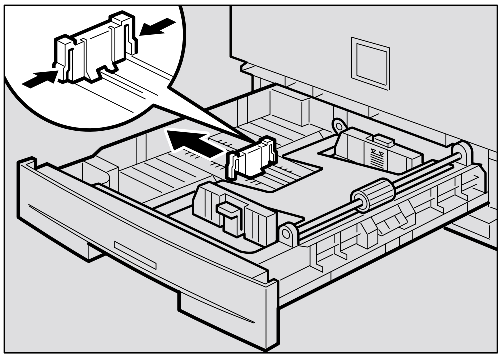
1 **Make sure that the paper tray is not being used.**

2 **Pull out the paper tray until it stops.**

Note

- ❒ Remove any remaining copy paper.

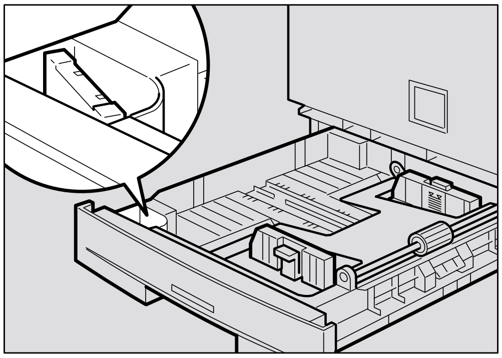
3 **Adjust the back fence.**



ZFOY114E

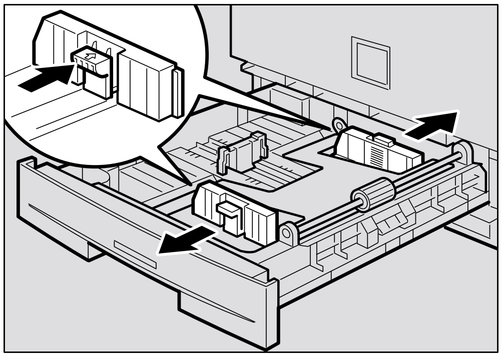
Note

- ❒ When you load A4▭ copy paper, place the back fence in the corner pocket on the left.



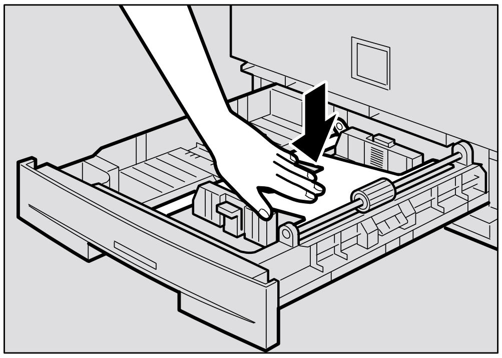
ZFOY115E

4 **While pressing the release lever, adjust the side fences.**



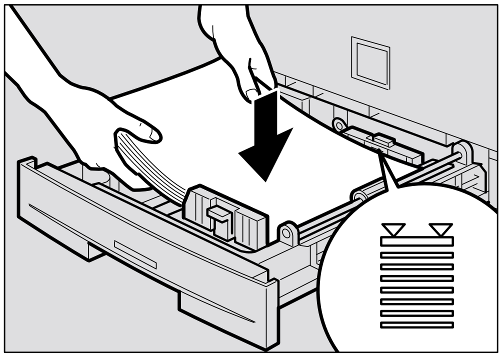
ZFOY116E

5 **Push the metal plate down.**



ZFOY118E

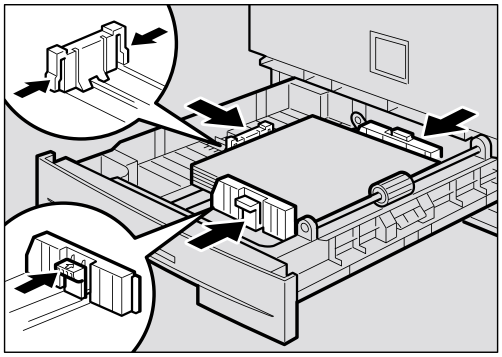
6 Square the paper and load it in the tray.



Important

- ❒ Do not stack paper over the limit mark.

7 Adjust the side and back fences to the new paper size.



Important

- ❒ When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

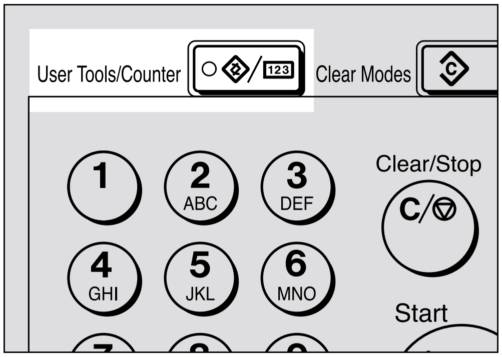
8 Push the paper tray in until it stops.

Note

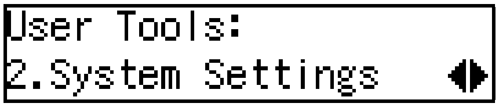
- ❒ Select the new paper size with the User Tools. See p.48 "Selecting the Paper Size with the User Tools".

Selecting the Paper Size with the User Tools

1 Press the 【User Tools/Counter】 key.

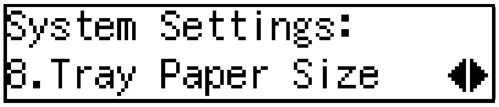

User Tools/Counter
Clear Modes
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
Clear/Stop
Start
ZFOS760N

2 Press the ◁ or ▷ key to display "2.System Settings", and then press the 【OK】 key.



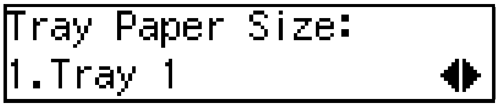
```
User Tools:
2.System Settings    ◀▶
```

3 Press the ◁ or ▷ key until "8. Tray Paper Size" is displayed, and then press the 【OK】 key.



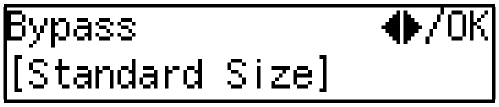
```
System Settings:
8.Tray Paper Size    ◀▶
```

4 Press the ◁ or ▷ key to select the paper tray you want to change the paper size for, and then press the 【OK】 key. When you select "1. Tray 1", go to step 6.



```
Tray Paper Size:
1.Tray 1             ◀▶
```

5 **If you have selected "3. Bypass" on step 4, select "Standard Size" or "Custom Size", and then press the 【OK】 key.**

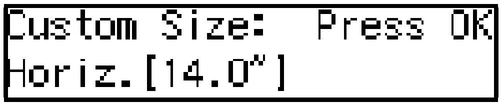


```
Bypass          ◀▶/OK
[Standard Size]
```

6 **Select the desired paper size.**

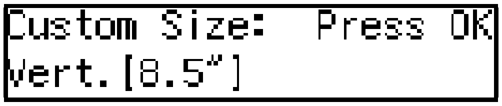
When you have selected "Custom Size" on step 5

❶ **Enter the horizontal size of the paper with the number keys, and then press the 【OK】 key.**



```
Custom Size:  Press OK
Horiz.[14.0"]
```

❷ **Enter the vertical size of the paper with the number keys, and then press the 【OK】 key.**



```
Custom Size:  Press OK
Vert.[8.5"]
```

7 **Press the 【User Tools/Counter】 key to exit from the user tools.**

4. User Tools (Copier Features)

Accessing the User Tools (Copier Features)

This section is for the key operators in charge of this machine. The user tools allow you to change or set the machine's default settings.

Preparation

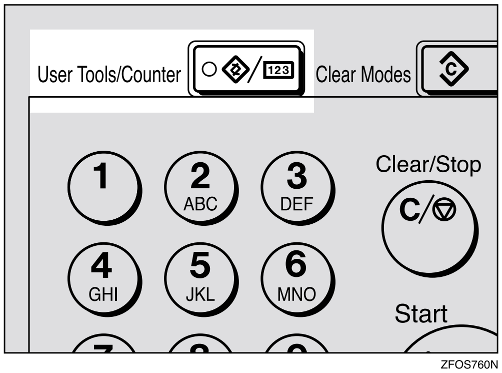
Always exit the user tools when you have finished.

Reference

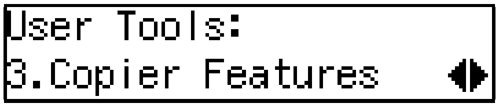
For details about how to access the system settings, see “Accessing The User Tools (System Settings)” in the System Settings manual.

For information about the Fax user tools, see the Facsimile Reference manual.

1. **Press the 【User Tools/Counter】 key.**

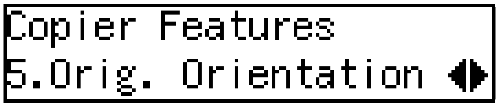


2. **Press the ◁ or ▷ key to display “3. Copier Features”, and then press the 【OK】 key.**



User Tools:
3.Copier Features ◀▶

3. **Press the ◁ or ▷ key until desired User Tools menu is displayed, and then press the 【OK】 key.**



Copier Features
5.Orig. Orientation ◀▶

4. **Change the settings by following the instructions on the panel display, and then press the 【OK】 key.**

Reference

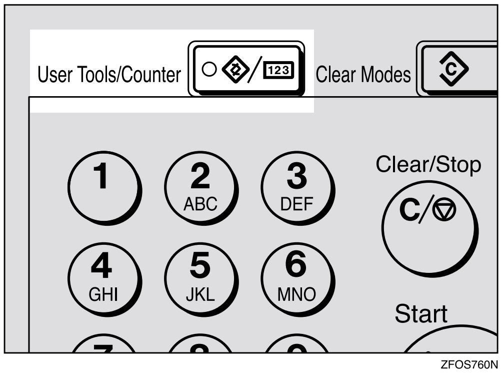
See p.54 “Settings You Can Change with the User Tools”.

Note

- ❒ 【OK】 key: Press to make the new settings and return to the previous menu. 【Cancel】 key: Press to return to the previous menu without changing any data.
- ❒ The settings are not canceled even if the main power switch is turned off or the 【Clear Modes】 key is pressed.

Exiting the User Tools

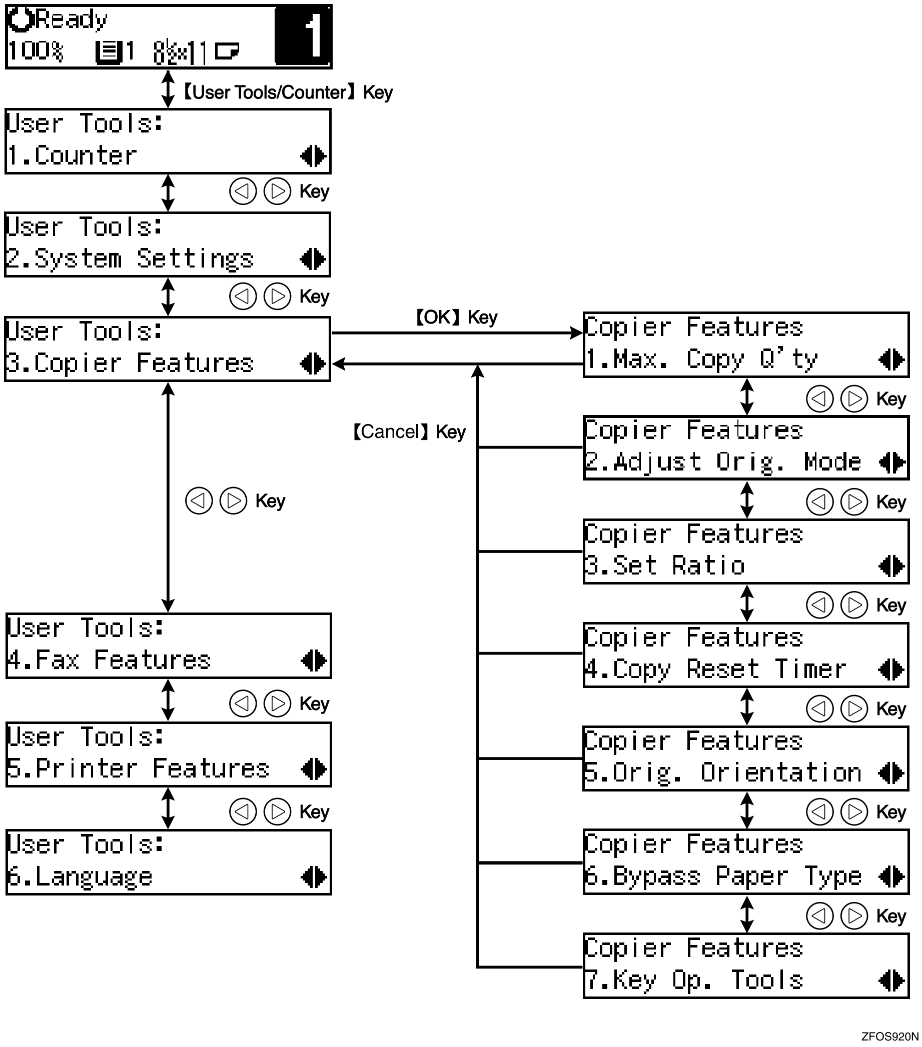
1 **Press the 【User Tools/Counter】 key.**


User Tools/Counter
Clear Modes
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
Clear/Stop
Start
ZFOS760N

Note

- ❒ You can exit the User Tools mode by pressing the **【Cancel】** key.
- ❒ If you want to return to the previous mode, press the **【User Tools/Counter】** key.

User Tools Menu (Copier Features)


Ready
100% 1 8½x11
1
【User Tools/Counter】Key
User Tools:
1.Counter
Key
User Tools:
2.System Settings
Key
User Tools:
3.Copier Features
【OK】Key
【Cancel】Key
Key
User Tools:
4.Fax Features
Key
User Tools:
5.Printer Features
Key
User Tools:
6.Language
Copier Features
1.Max. Copy Q'ty
Key
Copier Features
2.Adjust Orig. Mode
Key
Copier Features
3.Set Ratio
Key
Copier Features
4.Copy Reset Timer
Key
Copier Features
5.Orig. Orientation
Key
Copier Features
6.Bypass Paper Type
Key
Copier Features
7.Key Op. Tools
ZFOS920N

Settings You Can Change with the User Tools

Reference

For details about how to access the user tools, see p.51 "Accessing the User Tools (Copier Features)".

Copier Features

Menu	Description
1. Maximum Copy Quantity (1. Max. Copy Q'ty)	The maximum copy quantity can be set between 1 and 99. **Note** ❒ Default: *99*
2. Adjust Original Mode	You can adjust the finish quality level of copies depending on the type of the original. You can choose these mode after selecting "1. Text" or "2. Photo". • Text Mode 1 For normal text originals • Text Mode 2 For newspapers, originals through which the rear side is moderately visible with light text • Photo Mode 1 For text/photo images which contain mainly photo areas • Photo Mode 2 For text/photo images which contain mainly text areas • Special Mode 1 For originals with colored text and lines • Special Mode 2 For photo images • Special Mode 3 For normal text originals (when preserving the background) **Note** ❒ Default: • *1. Text: Text Mode 1* • *2. Photo: Photo Mode 1*

Menu	Description
3. Set Ratio	Select which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the **【Reduce/Enlarge】** key is pressed. **Note** ❒ Default: • *Ratio 1: 65%* $8^{1}/_{2}'' \times 11'' \rightarrow 5^{1}/_{2}'' \times 8^{1}/_{2}''$ • *Ratio 2: 78%* $8^{1}/_{2}'' \times 14'' \rightarrow 8^{1}/_{2}'' \times 11''$ • *Ratio 3: 93%* • *Ratio 4: 129%* $5^{1}/_{2}'' \times 8^{1}/_{2}'' \rightarrow 8^{1}/_{2}'' \times 11''$ • *Ratio 5: 155%* $5^{1}/_{2}'' \times 8^{1}/_{2}'' \rightarrow 8^{1}/_{2}'' \times 14''$
4. Copy Reset Timer	The machine returns to its initial condition automatically after your job is finished. When you set the time, select “1. On/Off” to “On” and then set the “2. Timer” to the desired time. The time can be selected from 10 to 999 seconds. **Note** ❒ Default: • *1. On/Off: On* • *2. Timer: 60 sec.*
5. Orig. Orientation	You can select the orientation of originals with Combine mode. **Note** ❒ Default: *Off*
6. Bypass Paper Type	You can select the type of paper for the bypass tray. **Note** ❒ Default: *Thick*
7. Key Op. Tools	If the machine is set to use the User Code function, operators must enter their user codes before the machine can operate. The machine can keep count of the number of copies made under each user code.
1. User Code Access	Specify whether to employ user codes to restrict copier users, and manage the number of copies made. **Note** ❒ Default: *Off*
2. Check Copy Counter	You can check the number of copies made under each user code.
3. Print Counter List	You can print counter lists.
4. Reset Counter	You can check the number of copies made under each user code. You can also reset each user code's counter to 0.

Menu	Description
5. Clear all User Codes (5. Clr All User Codes)	You can clear all user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code. ❒ The number of copies made under the deleted code is also deleted.
6. Reset All Counters	You can reset each user code's counter to 0.
7. Program User Code	You can register user codes. **Note** ❒ Up to 10 user codes (8 digits or less) can be registered.
8. Change User Code	You can change user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code.
9. Delete User Code	You can delete user codes. **Note** ❒ The number of copies made under the deleted code is also deleted.

5. Remarks

Do's and Don'ts

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

❒ Make sure the remaining memory space is 100%, before you unplug the power cord.

❒ While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference manual.

- When you use this machine for a long time in a confined space without good ventilation, you may notice an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. This is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, copying with memory and printing continue. However, scanning of copy originals is interrupted.
- The machine might fail to produce good copy images if condensation forms inside the machine due to temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, your settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ ***CAUTION:***

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F), humidity 54% at 32°C, 89.6°F
- Humidity: 15 – 80%, temperature 27°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia such as diazo copy machines.
- Places where the machine might be subjected to frequent, strong vibrations.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ ***WARNING:***

- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ ***WARNING:***

- ***Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.***

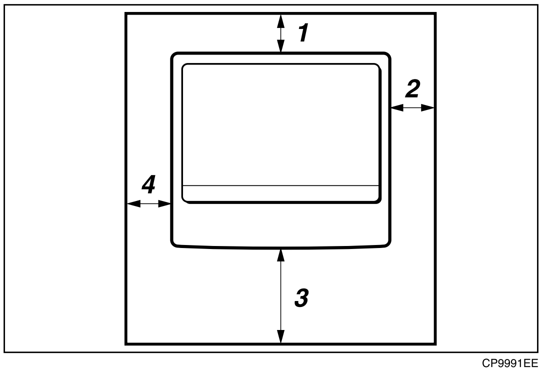
⚠ ***CAUTION:***

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- When the main switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Access to Machine

Place the machine near the power source, providing clearance as shown.



1. **Rear: more than 1cm (0.4")**
2. **Right: more than 1cm (0.4")**
3. **Front: more than 75cm (29.6")**
4. **Left: more than 1cm (0.4")**

Note

❒ For information about required space when options are installed, please contact your service representative.

Maintaining Your Machine

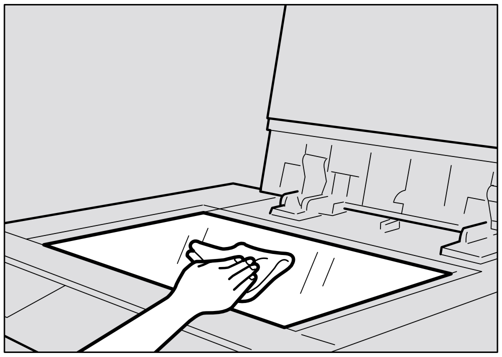
If the exposure glass, exposure glass cover or document feeder (ADF) white sheet is dirty, clean them if you find them dirty.

❖ **Cleaning the machine**
Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

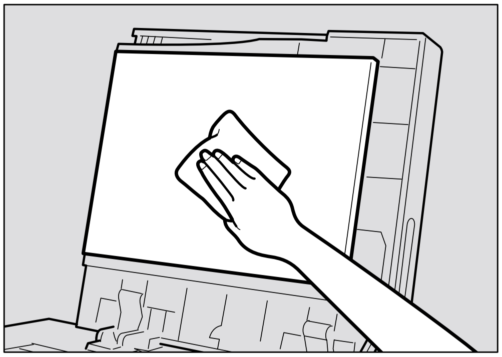
Important

- ❒ Do not use chemical cleaner or organic solvent such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- ❒ Do not clean parts other than those specified on this page. Such parts should be cleaned by your service representative.

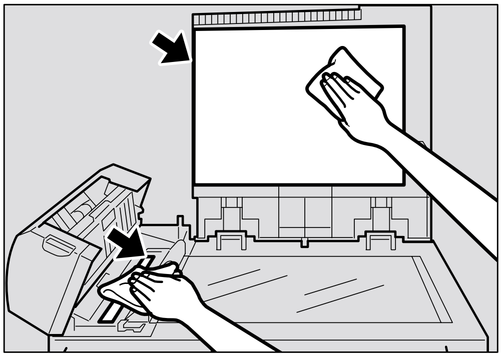
Cleaning the Exposure Glass


ZFOH670E

Cleaning the Exposure Glass Cover


ZFOH660E

Cleaning the Document Feeder (ADF)


ZFOH680E

6. Specifications

Mainframe

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC drum (Φ30)

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll system

❖ **Resolution:**
600dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
Less than 20 seconds (20°C, 68°F)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**

- Exposure glass: A4▭, $8^1/_2$" × 11"▭
- Document feeder (ADF): A4▭, $8^1/_2$" × 14"▭

❖ **Copy paper size:**

- Paper tray: A4▭, A5▯, $8^1/_2$" × 11"▭, $5^1/_2$" × $8^1/_2$"▯
- Bypass tray: A4▭, A5▯▭, $8^1/_2$" × 11"▭, $5^1/_2$" × $8^1/_2$"▯▭, $8^1/_2$" × 14"▭, 8" × 13"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 13"▭, $8^1/_4$" × 14"▭
- Bypass tray (custom size):
  Vertical: 90 – 216mm, 3.5" – 8.5"
  Horizontal: 140 – 356mm, 5.5" – 14"

❖ Copy paper weight:

- Paper tray (Standard size): 60 – 90g/m^2 (16 – 24 lb.)
- Bypass tray: 60 – 157g/m^2 (16 – 42 lb.)

❖ Non-reproduction area:

- Leading edge: 3 ± 2mm, 0.14" ± 0.08"
- Trailing edge: 3 ± 2mm, 0.14" ± 0.08"
- Left edge: 2 ± 1.5mm, 0.08" ± 0.07"
- Right edge: more than 0.5mm, 0.02"

❖ First copy time:

8 seconds or less
(A4◲, $8^1/_2$" × 11"◲ 100%, placing an original on the exposure glass, feeding from the paper tray)

❖ Copying speed:

- 12 copies/minute (A4◲, $8^1/_2$" × 11"◲, feeding from the paper tray)

❖ Reproduction ratio:

Preset reproduction ratios:

--	**Metric version**	**Inch version**
Enlargement	200%	155%
	141%	129%
Full Size	100%	100%
Reduction	93%	93%
	71%	78%
	50%	65%

Zoom: from 50% to 200% in 1% step.

❖ Continuous copying count:

1 – 99 copies

❖ Copy paper capacity:

250 sheets (80g/m^2, 20 lb)

❖ Power consumption:

	Mainframe only	**Full system** [*1]
Warm up	About 890W	About 890W
Stand-by	About 90Wh	About 100Wh
During printing	About 480Wh	About 480Wh
Maximum	Less than 1,000W	Less than 1,000W

[*1] Mainframe with the optional document feeder (ADF).

❖ Dimensions (W × D × H up to exposure glass):

468 × 450 × 371mm (18.43 × 17.72 × 14.61 inch)

❖ Noise Emission [1] :

- Sound power level

	Mainframe only	**Complete System** [3]
Stand-by	40.0dB (A)	40.0dB (A)
During printing	62.0dB (A)	66.0dB (A)

- Sound pressure level [2]

	Mainframe only	**Complete System** [3]
Stand-by	27.0dB (A)	27.0dB (A)
During printing	54.0dB (A)	54.0dB (A)

[1] The above measurements made in accordance with ISO 7779 are actual value.
[2] It is measured at the position of the operator.
[3] The Complete System consists of mainframe with full options.

❖ Weight:

Approx. 20kg (44.09 lb.)

Note

❒ Specifications are subject to change without notice.

Document Feeder (ADF) (Option)

❖ Mode:

- ADF mode

❖ Original size:

- A4▭ – A5▯▭
- $8^{1}/_{2}$" × 14"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭

❖ Original weight:

- 1-sided originals: 52 – 105g/m^2 (14 – 28 lb.)

❖ Number of originals to be set:

- 30 sheets (80g/m^2, 20 lb.)

❖ Maximum power consumption:

- less than 50W (power is supplied from the main frame.)

❖ Dimensions (W × D × H):

- 110 × 360 × 95mm (4.3 × 14.2 × 3.8 inch)

❖ Weight:

- Approx. 2kg, (4.4 lb.)

Note

❒ Specifications are subject to change without notice.

32MB Copier Memory Unit (Option)

❖ **Memory capacity:**
32MB

❖ **Additional functions:**
Increased memory capacity

❖ **Number of originals that can be stored: about 99 pages**
ITU-T No.4 chart

INDEX

32MB Copier Memory Unit, 3, 67

A

Access to Machine, 60
Adjusting Copy Image Density, 23
Adjust Original Mode, 54
Auto Off, 18
Auto Start, 32

B

Basic Functions, 23
Bypass Paper Type, 55
Bypass tray, 2

C

Changing the Paper Size, 47
Changing the Toner Cartridge, 43
Clearing Misfeeds, 45
Combination Chart, 38
Combine, 36
Control panel, 2, 4
Copy display, 6
Copying from the Bypass Tray, 27
Copy key, 4
Copy Paper, 12
Copy Reset Timer, 55

D

Document feeder (ADF), 3, 20, 61, 66
Do's and Don'ts, 57

E

Exposure glass, 1, 10, 11, 19, 61
Exposure glass cover, 1, 61

F

Facsimile key, 4, 9
Front cover, 2

I

Internal tray, 1

K

Key Op. Tools, 55

L

Loading Paper, 42

M

Machine Environment, 58
Mainframe, 63
Main Power indicator, 1
Main power switch, 1, 7
Maintaining, 61
Maximum copy quantity, 54
Message, 39

O

On indicator, 2
Operation switch, 2, 7
Options, 3
Originals, 10, 19
Original Type, 23
Orig.Orientation, 55
Other Functions, 31

P

Panel Display, 6
Paper tray, 2
Power Connection, 59
Preset Reduce/Enlarge, 33
Printer key, 4

R

Remarks, 57
Right cover, 2

S

Safety Information, i
Selecting an Original Type, 23
Selecting Copy Paper, 24
Set Ratio, 55
Sort, 25
Specification, 63
System Reset, 17

T

Toner, 15

U

User Codes, 31
User Tools, 51

V

Ventilation hole, 1

Z

Zoom, 35

MEMO

MEMO

MEMO

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=20 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 0 mm

Type for 2512/1202/5612/Aficio 120
Printed in China
UE (USA) B045-8667

2512
1202
5612
Aficio™ 120

Operating Instructions
System Settings

For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=20 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 0 mm

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” in the Copy Reference manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

ENERGY STAR Program

ENERGY STAR®

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode
  This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Low Power mode, see “4. Energy Saver Timer” on p.14 “System Settings”.
- Sleep mode (Fax or printer installed)
  If the fax or printer features are installed, this product automatically lowers its power consumption even further 30 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Sleep mode, see “6. Auto Off Timer” on p.14 “System Settings”
- Auto Off mode (Copier only)
  To conserve energy, this product automatically turns off 30 minutes after the last copying or printing job has completed. If you wish to make copies when the machine is in Auto Off mode, press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Auto Off mode, see “6. Auto Off Timer” on p.14 “System Settings”.

Specification

		Copier only	**Fax or printer installed**
Low Power mode	Power consumption	50 Wh	60 Wh
	Default interval	15 minutes	15 minutes
	Recovery time	10 seconds	10 seconds
Sleep mode	Power consumption	-	20 Wh
	Default interval	-	30 minutes
	Recovery time	-	20 seconds
Auto Off mode	Power consumption	less than 2 Wh	-
	Default interval	30 minutes	-
	Recovery time	20 seconds	-

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

【 】

Keys built into the machine's operation panel.

TABLE OF CONTENTS

Manuals for This Machine 1

Additional Functions Provided by Internal Options 2
- Copy Mode 2
- Facsimile Mode (Option) 2
- Printer Mode (Option) 2

1. Modes

Changing Modes 3

Multi-access 4

Copy Mode 6
- Changing to Copy Mode 6

Facsimile Mode 7
- Changing to Facsimile Mode 7
- Sending a Fax 7
- Printing a Received Fax 7

Printer Mode 8
- Changing to Printer Mode 8
- Printing 8

2. User Tools (System Settings)

Keys for User Tools (System Settings) 9

Accessing the User Tools (System Settings) 11
- Exiting from the User Tools 12
- Printing the Counter Value 12

User Tools Menu (System Settings) 13

Settings You Can Change with the User Tools 14
- System Settings 14

INDEX 16

Manuals for This Machine

This is a multi-functional machine combining copier, printer and fax functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

❖ **System Settings**
Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining two originals onto one copy.

❖ **Facsimile Reference Basic Features (Option)**
Explains the most frequently used facsimile functions and operations.

❖ **Facsimile Reference Advanced Features (Option)**
Describes more advanced facsimile functions and also explains settings for key operations.

❖ **Printer Reference 1 (Option)**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2 (Option)**
Describes the procedures and provides necessary information about using this machine as a printer.

❖ **Network Interface Board Quick Configuration Guide (Option)**
Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **PS Level 2 Emulation Type 2 Operating Instructions Supplement (Option)**
Describes the menus and features you can set using the PostScript printer driver.

❖ **Network Interface Board Type 2 Owner's Manual (Option)**
Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **Unix Supplement (Option)**
Provides information about setting up and using the printer in a UNIX environment.

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions and printer functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining two originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.

Options for Memory Expansion

❖ **32MB copier memory unit**
Increases memory capacity.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode.

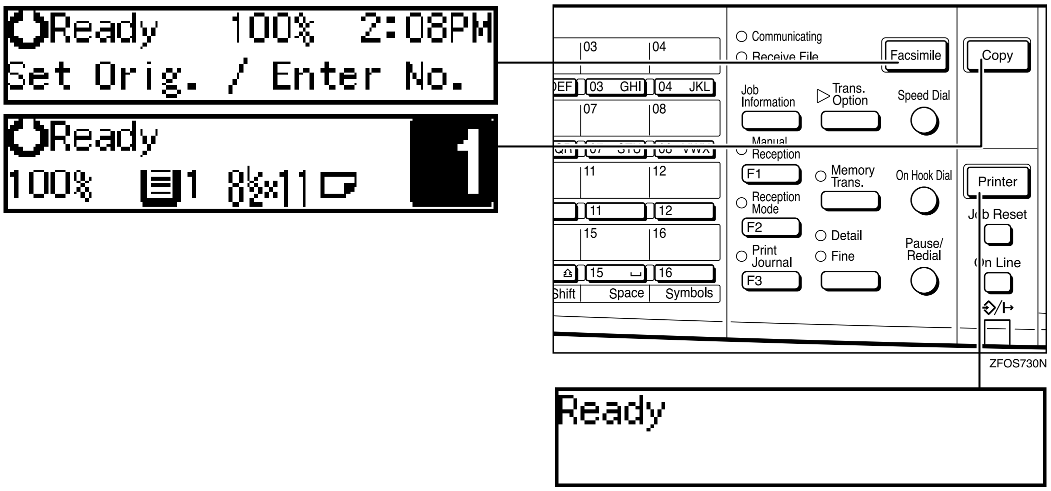
Printer Mode (Option)

You can use this machine as a printer when you install the optional printer controller.

1. Modes

Changing Modes

Press the **【Copy】**, **【Facsimile】** or **【Printer】** key to switch to copy, fax or printer mode respectively.


Ready 100% 2:08PM
Set Orig. / Enter No.
Ready
100% 1 8½x11
1
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Speed Dial
Manual Reception
F1
Memory Trans.
On Hook Dial
Printer
Job Reset
Reception Mode
F2
Detail
Fine
Pause/ Redial
On Line
Print Journal
F3
Shift
Space
Symbols
ZFOS730N
Ready

Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During On Hook dialing for fax transmission.
- During Energy Saver mode.

Multi-access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-access.

Sample operations

For details on operations under other conditions, contact your service representative

	Mode after you select	**Copy**		**Facsimile**								**Printer**				
Mode before you select		**Copy stand-by mode**	**Copying**	**Facsimile stand-by mode**	**Memory Transmission**	**Memory Reception**	**Automatically printing received data**	**Manually printing received data**	**Manual Reception Operation**	**Automatically printing reports/lists**	**Manually printing reports/lists**	**Printer stand-by mode**	**Receive Data**	**Printing**	**User Tools (Counter)**	**User Tools (Copy, Facsimile or Printer)**
Copy	Operating	—	—	❍	☆	☆	☆	❍	☆	☆	❍	❍	☆	☆	☆	❍
	Copying	—	—	×	☆	☆	→	×	☆	→	×	×	☆	→	×	×
	Stopping	—	—	❍	☆	☆	→	❍	☆	→	❍	❍	☆	→	☆	❍
	While using the external hand set	—	☆	❍	×	×	☆	❍	☆	☆	❍	❍	☆	☆	☆	❍
Facsimile	Operating	❍	❍	—	☆	☆	☆	❍	☆	☆	❍	❍	☆	☆	☆	×
	Scanning an original for Memory Transmission	×	×	—	☆	☆	☆	×	☆	☆	×	×	☆	☆	×	×
	Memory Transmission	☆	☆	☆	→	—	☆	☆	—	☆	☆	☆	☆	☆	☆	☆
	Immediate Transmission	×	×	—	→	—	☆	×	—	☆	×	×	☆	☆	×	×
	Memory Reception	☆	☆	☆	→	—	☆	☆	—	☆	☆	☆	☆	☆	☆	☆
	Automatically printing received data	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	→	☆	☆
	Manually printing received data	×	×	—	☆	☆	→	—	☆	→	—	×	☆	→	×	×
	Immediate Reception	☆	☆ *1	☆	→	—	→	×	—	→	×	☆	☆	→	☆	☆
	Automatically printing reports/lists	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	→	☆	☆
	Manual printing reports/lists	×	×	—	☆	☆	→	—	☆	→	—	×	☆	→	×	×
	While using the external hand set	☆	☆	☆	→	—	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

	Mode after you select	Copy		Facsimile								Printer				
Mode before you select		Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Printer	Operating	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆	☆
	Receive Data	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆
	Printing	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	—	☆	☆
	While using the external hand set	☆	☆	☆	→	—	☆	❍	☆	☆	❍	—	☆	☆	☆	×
Accessing User Tools		×	×	×	☆	☆	☆	—	☆	☆	—	×	☆	☆	—	—

☆…means that these functions can be used together.

❍…means that you can interrupt the current job with function keys to proceed to a subsequent job.

→…means that another job will automatically start after the current job is finished.

×…means that you must manually start another job after the current job is finished (i.e. these functions cannot be used together).

[*1] The Facsimile switches to Memory Reception and operates simultaneously.

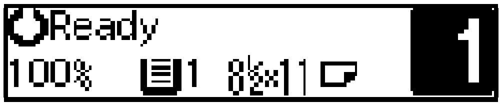
Copy Mode

Changing to Copy Mode

You can always make a copy when the machine is not printing or scanning fax data.

1. **Press the 【Copy】 key.**

   The copy display appears on the panel display.



Ready

100% 1 8½x11

Reference

For details, see the Copy Reference manual.

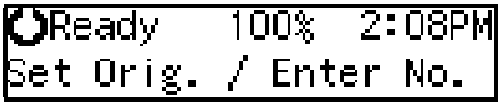
Facsimile Mode

Changing to Facsimile Mode

You can always use the machine for faxing when you are not using the scanner function.

1. **Press the 【Facsimile】 key.**

   The fax display appears on the panel display.



```
Ready    100%  2:08PM
Set Orig. / Enter No.
```

Note

- The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not to switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the Facsimile Reference manual.

Sending a Fax

Sending a fax while copying

1. **Press the 【Facsimile】 key to switch to the fax display.**

   Note

   - When you press the 【Facsimile】 key while scanning originals or sorting in Copy mode, remove any originals of your copy job.

2. **Complete the usual operations for sending a fax, and then press the 【Start】 key.**

3. **After the transmission has finished, press the 【Copy】 key.**

4. **Reset the copy job originals, and then press the 【Start】 key.**

   The machine resumes the interrupted copy run.

Sending a fax while printing

1. **Press the 【Facsimile】 key to switch to the fax display.**

2. **Complete the usual operations for sending a fax, and then press the 【Start】 key.**

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode.

Printer Mode

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to Printer mode.

Reference

For details, see the Printer Reference manual.

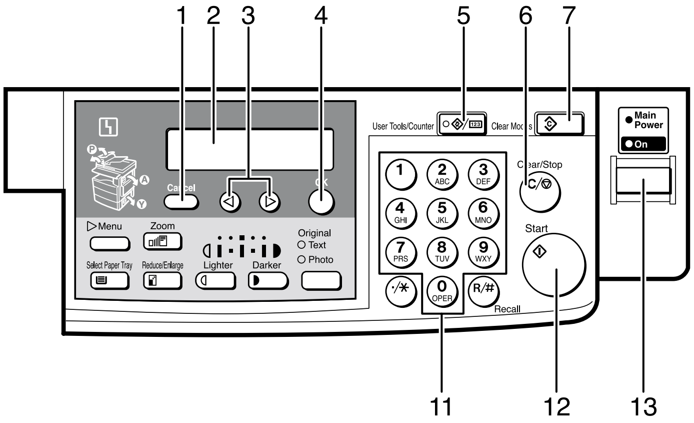
Printing

The machine can receive a print data while another feature is running.

2. User Tools (System Settings)

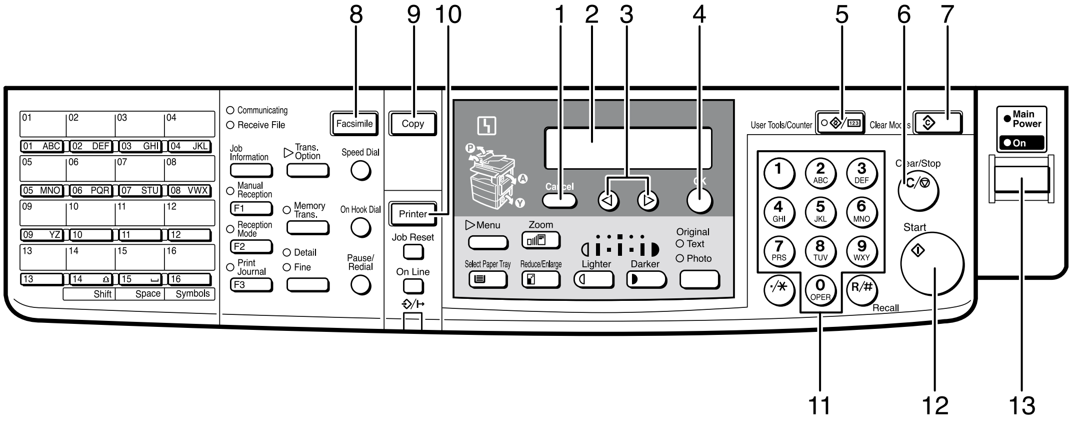
Keys for User Tools (System Settings)

❖ When the machine has the copier feature only


1
2
3
4
5
6
7
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Clear/Stop
Start
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
0 OPER
R/#
Recall
11
12
13

ZFOS740N

❖ When the machine has the printer and/or fax feature


8
9
10
1
2
3
4
5
6
7
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Speed Dial
Manual Reception
Memory Trans.
On Hook Dial
Printer
Reception Mode
Job Reset
Print Journal
Detail
Fine
Pause/Redial
On Line
F1
F2
F3
Shift
Space
Symbols
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Clear/Stop
Start
Recall
11
12
13

ZFOS750N

1.【Cancel】key

Press to return to the previous menu.

2. Panel display

Shows operation status, error messages and function menu.

3. ◁ or ▷ key (Cursor keys)

Press to display the previous/next menu or select an item on the panel display.

4.【OK】key

Press to make the new settings and return to the previous menu.

5.【User Tools/Counter】key

See p.11 "Accessing the User Tools (System Settings)".

6.【Clear/Stop】key

Press to delete a number you have entered or to stop copying.

7. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

8. 【Facsimile】 key (Fax installed machine only)

Press to use facsimile functions.

9. 【Copy】 key

Press to use copy functions.

10. 【Printer】 key (Printer installed machine only)

Press to use printer functions.

11. Number keys

Use to enter a numeric value.

12. 【Start】 key

Press to start copying or faxing.

13. Operation switch

Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode. To turn the power off, press this switch again.

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

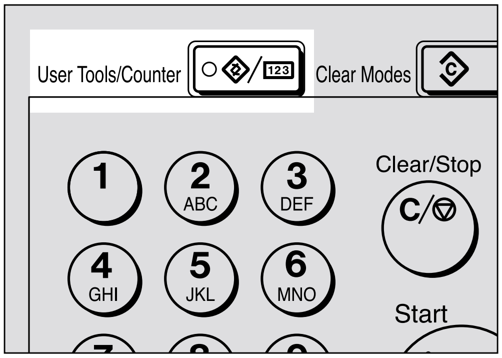
After using the user tools, be sure to return to Copy mode.

The settings are not canceled even if the main power switch is turned off or the 【Clear Modes】 key is pressed.

Reference

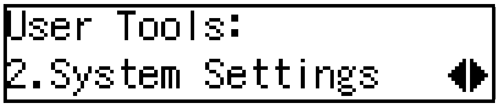
For information on Copy, Fax, and Printer User Tools, see the appropriate reference manual.

1 Press the 【User Tools/Counter】 key.



The User Tools Main Menu appears.

2 Press the ◁ or ▷ key until "2.System Settings" is displayed, and then press the 【OK】 key.

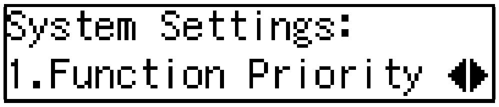


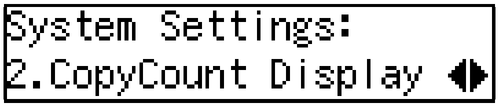
```
User Tools:
2.System Settings   ◀▶
```

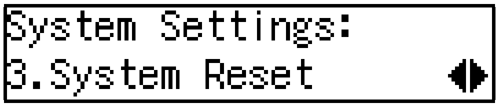
Note

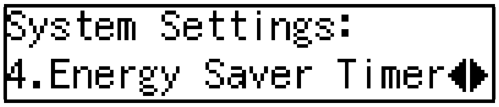
- ❒ To view the total number of prints made by the machine, see p.12 "Printing the Counter Value".
- ❒ To switch the display language, select "6. Language" and then press the 【OK】 key. Press the ◁ or ▷ key until your desired language is displayed, and then press the 【OK】 key.

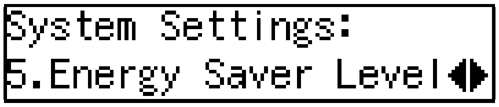
3 **Press the ◁ or ▷ key until your desired menu is displayed, and then press the 【OK】 key.**

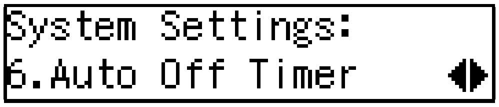

System Settings:
1.Function Priority ◀▶

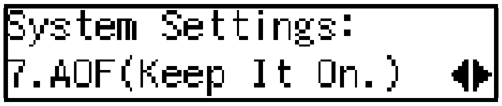

System Settings:
2.CopyCount Display ◀▶

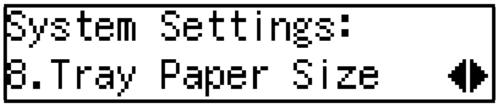

System Settings:
3.System Reset ◀▶

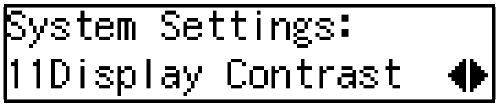

System Settings:
4.Energy Saver Timer◀▶

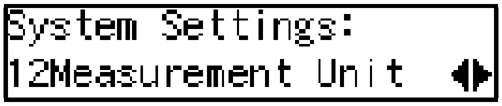

System Settings:
5.Energy Saver Level◀▶


System Settings:
6.Auto Off Timer ◀▶


System Settings:
7.AOF(Keep It On.) ◀▶


System Settings:
8.Tray Paper Size ◀▶


System Settings:
11Display Contrast ◀▶


System Settings:
12Measurement Unit ◀▶

Note

- ❒ ▷: Press to go to the next menu.
- ❒ ◁: Press to go back to the previous menu.

Reference

p.13 “User Tools Menu (System Settings)”

4 **Change the settings by following the instructions on the panel display, and then press the 【OK】 key.**

Reference

p.14 “Settings You Can Change with the User Tools”

Note

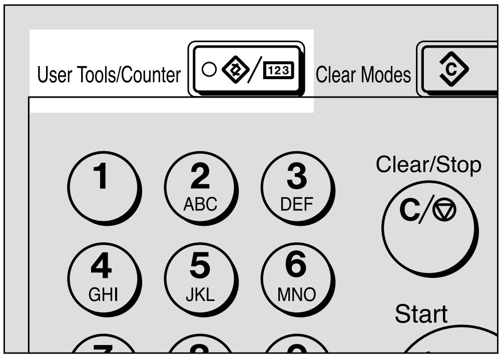
- ❒ 【OK】 : Press to make the new settings and return to the previous menu.
- ❒ 【Cancel】 : Press to return to the previous menu without changing any data.

Exiting from the User Tools

1 **After changing the user tools settings, press the 【User Tools/Counter】 key.**

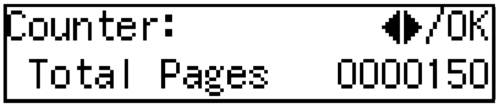
Printing the Counter Value

1 **Press the 【User Tools/Counter】 key.**



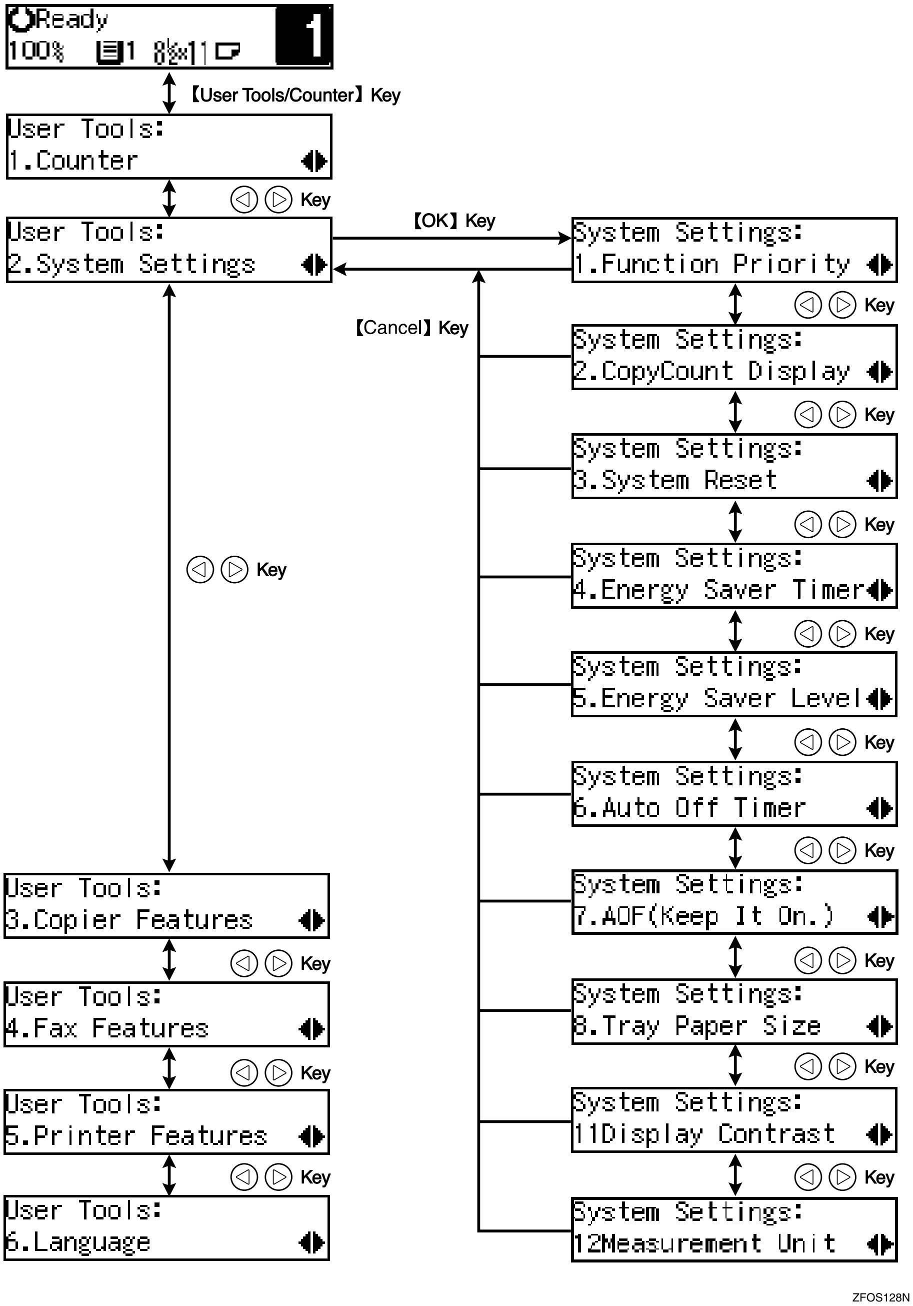
ZFOS760N

2 **Make sure “1.Counter” is displayed, and then press the 【OK】 key to view the total number of pages.**


Counter: ◀▶/OK
 Total Pages 0000150

3 **Press the 【Start】 key.**

User Tools Menu (System Settings)


Ready
100% 1 8½x11
1
【User Tools/Counter】Key
User Tools:
1.Counter
Key
User Tools:
2.System Settings
【OK】Key
【Cancel】Key
System Settings:
1.Function Priority
Key
System Settings:
2.CopyCount Display
Key
System Settings:
3.System Reset
Key
System Settings:
4.Energy Saver Timer
Key
System Settings:
5.Energy Saver Level
Key
System Settings:
6.Auto Off Timer
Key
System Settings:
7.AOF(Keep It On.)
Key
System Settings:
8.Tray Paper Size
Key
System Settings:
11Display Contrast
Key
System Settings:
12Measurement Unit
Key
User Tools:
3.Copier Features
Key
User Tools:
4.Fax Features
Key
User Tools:
5.Printer Features
Key
User Tools:
6.Language
ZFOS128N

Settings You Can Change with the User Tools

Reference

For details about how to access the user tools, see p.13 "User Tools Menu (System Settings)".

System Settings

Menu	Description
1. Function Priority	You can specify the mode (Copier or Fax) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❒ Default: *Copier*
2. CopyCount Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up*
3. System Reset	The machine returns to its prioritized mode automatically after your job is finished. This function is called "System Reset". When you set the time, select "1. On/Off" to "On", and then set "2. Timer" to the desired time. The time can be set from 10 to 999 seconds. **Note** ❒ Default: On (*60 seconds*) ❒ You can specify the prioritized mode with the user tools. See "1. Function Priority".
4. Energy Saver Timer	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. In Low Power mode, power consumption is reduced by 5% compared with Standby mode. **Note** ❒ Default: *15 minutes* ❒ Energy Saver might not be effective when an error message is displayed. ❒ When the machine receives a fax or printer data in Energy Saver mode, it automatically prints the fax or the printer data.

Menu	Description
5. Energy Saver Level	You can select the Energy Saver level. ❖ **Level 1** • Power Consumption: Reduced by about 5% compared to standby mode. • Warm-Up Time: about 5 seconds ❖ **Level 2** • Power Consumption: Reduced by about 40% compared to standby mode. • Warm-Up Time: about 10 seconds ❖ **Level 3** • Power Consumption: Reduced by about 80% compared to standby mode. • Warm-Up Time: about 20 seconds **Note** ❒ Default: *Level 2*
6. Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time is up. This function is called "Auto Off ". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *30 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on. ❒ When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or printer data.
7. AOF(Keep It On.)	**Note** ❒ For details about this function, contact your service representative.
8. Tray Paper Size	Select the size of the paper set in the paper tray. **Reference** See "Changing the Paper Size" in the Copy Reference manual.
11Display Contrast	You can adjust the brightness of the panel display.
12Measurement Unit	You can select the unit of measurement. **Note** ❒ Default: *inch*

INDEX

A

AOF(Keep It On.), 15
Auto Off Timer, 15

C

Clear Modes key, 10
Clear/Stop key, 9
Contrast, 15
Copy Count Display, 14
Copy Mode, 2, 6
Cursor keys, 9

E

Energy Saver Level, 15
Energy Saver Timer, 14

F

Facsimile Mode, 2, 7
Function Priority, 14

K

Keys for User Tools (System Settings), 9

M

Measurement Unit, 15
Modes, 3
Multi-access, 4

N

Number keys, 10

O

OK key, 9
Operation switch, 10

P

Panel display, 9
Printer Mode, 2, 8

S

Start key, 10
System Reset, 14

T

Tray Paper Size, 15

U

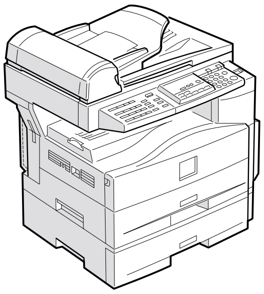
User Tools/Counter key, 9
User Tools (System Settings), 9

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=84 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.360000 mm

Type for 2513/2513f/1302/1302f/5613/5613F/Aficio 1013/1013F
Printed in China
UE (USA) B045-7207

2513/2513f
1302/1302f
5613/5613F
Aficio™ 1013/1013F

Operating Instructions
Copy Reference



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=84 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.360000 mm

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.v *"Machine Types"*.)

- Type 1: No fax function installed
- Type 2: Fax function installed

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.61 *"Power Connection"*.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***
- ***Dispose of the used toner cartridge in accordance with the local regulation.***

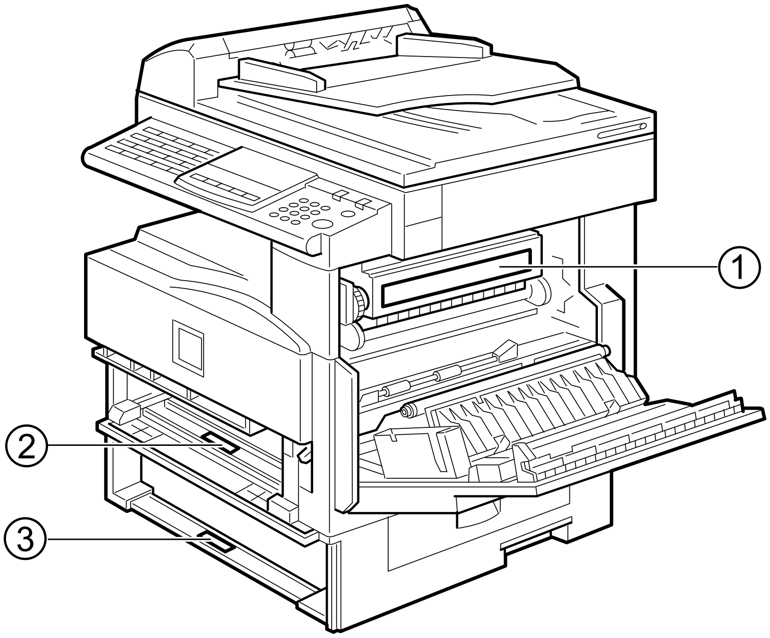
⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

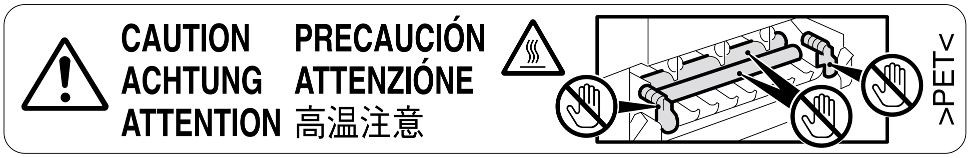
Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION

This machine has labels and hallmarks for ⚠WARNING,⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

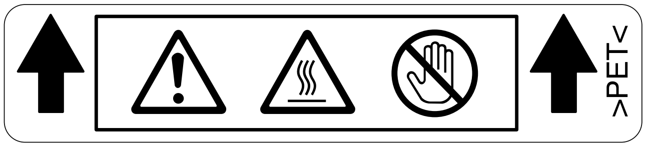
The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



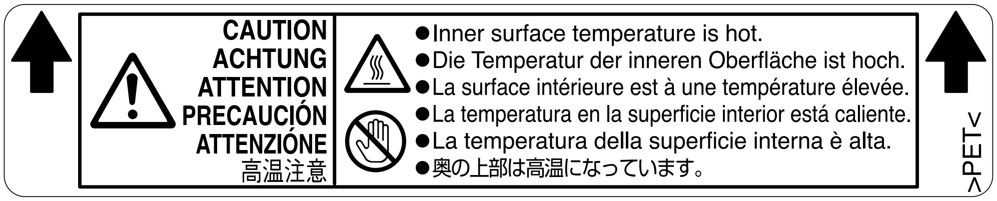
①


CAUTION
ACHTUNG
ATTENTION
PRECAUCIÓN
ATTENZIÓNE
高温注意
>PET<

② The anti-condensation heater in the inner lower part of the machine becomes very hot. Do not touch it. Doing so could result in a burn.



③ The anti-condensation heater in the inner upper part of the machine becomes very hot. Do not touch it. Doing so could result in a burn.


CAUTION
ACHTUNG
ATTENTION
PRECAUCIÓN
ATTENZIÓNE
高温注意
>PET<

- ●Inner surface temperature is hot.
- ●Die Temperatur der inneren Oberfläche ist hoch.
- ●La surface intérieure est à une température élevée.
- ●La temperatura en la superficie interior está caliente.
- ●La temperatura della superficie interna è alta.
- ●奥の上部は高温になっています。

Note

❒ The anti-condensation heater is optional. For details, contact your service representative.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

❗Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

✎ Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

【　】

Keys built into the machine's operation panel.

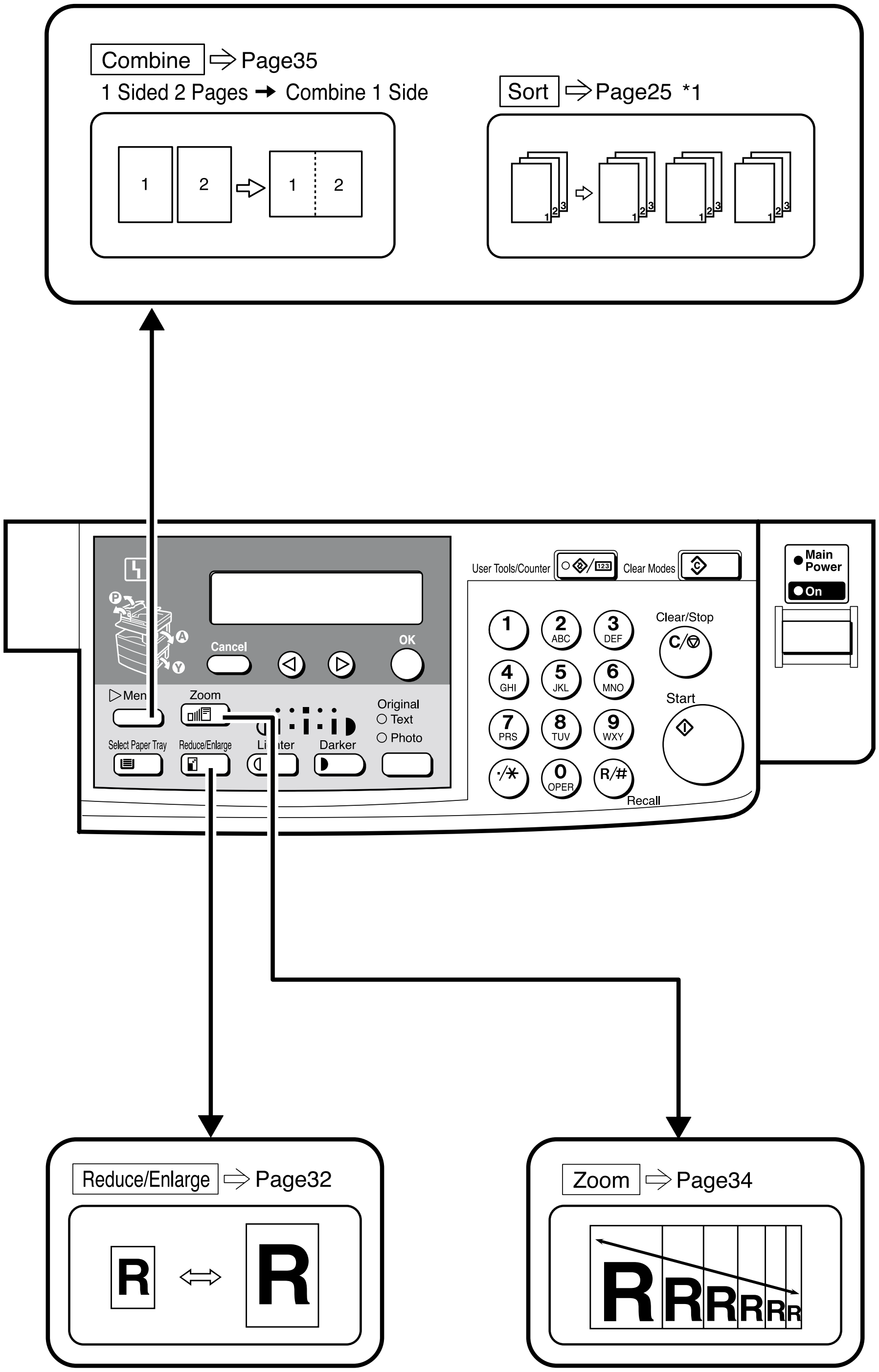
Machine Types

This machine has two models. Type 2 machine is installed with the fax unit as a standard.

	Type 1	**Type 2**
Fax unit	Option	Standard
Printer unit	Option	Option

What You Can Do with This Machine

*1The optional 32MB copier memory unit is required.



Combine ⇨ Page35
1 Sided 2 Pages ➜ Combine 1 Side
1
2
1
2
Sort ⇨ Page25 *1
1 2 3
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Clear/Stop
Start
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
0 OPER
R/#
Recall
Reduce/Enlarge ⇨ Page32
R
R
Zoom ⇨ Page34
RRRRRR

GCMP780N

TABLE OF CONTENTS

Guide to Components 1

Options 3

Control Panel 4

Panel Display 6
  Displays and Key Operations 6

1. Basics

Turning On the Power 7
  Turning On the Main Power 7
  Starting the Machine 8

Changing Modes 9

Originals 10
  Sizes and Weights of Recommended Originals 10
  Original Sizes and Scanning Area/Missing Image Area 11

Copy Paper 12
  Recommended Paper Sizes and Types 12
  Non-recommended Paper 13
  Paper Storage 14

Toner 15
  Handling Toner 15
  Toner Storage 15
  Used Toner 15

2. Copying

Basic Procedure 17

Placing Originals 19
  Placing Originals on the Exposure Glass 19
  Loading Originals in the Document Feeder (ADF) 20
  Placing Standard Size Originals 20
  Placing Custom Size Originals 21

Basic Functions 23
  Adjusting Copy Image Density 23
  Selecting an Original Type 23
  Selecting Copy Paper 24

Sort 25
  Sort 25

Copying from the Bypass Tray 27
  When copying onto OHP transparencies 28
  When copying onto standard size paper 29
  When copying onto custom size copy paper 29
  When copying onto envelopes 30

Other Functions **31**
User Codes 31
Auto Start 31

Preset Reduce/Enlarge **32**

Zoom **34**

Combine **35**

Combination Chart **37**

3. Troubleshooting

Machine Operation Problems **39**
General 39
Display 39

Cannot Make Clear Copies **40**

Cannot Make Desired Copies **41**
Combine 41

Loading Paper **42**
Loading paper in the optional paper tray unit 42

Changing the Toner Cartridge **44**

Clearing Misfeeds **46**

Changing the Paper Size **48**
Changing the Paper Size in the Paper Tray 48
Changing the Paper Size in the Optional Paper tray unit 49
Selecting the Paper Size with the User Tools 51

4. User Tools (Copier Features)

Accessing the User Tools (Copier Features) **53**
Exiting the User Tools 54

User Tools Menu (Copier Features) **55**

Settings You Can Change with the User Tools **56**
Copier Features 56

5. Remarks

Do's and Don'ts **59**

Where to Put Your Machine **60**
Machine Environment 60
Power Connection 61
Access to Machine 62

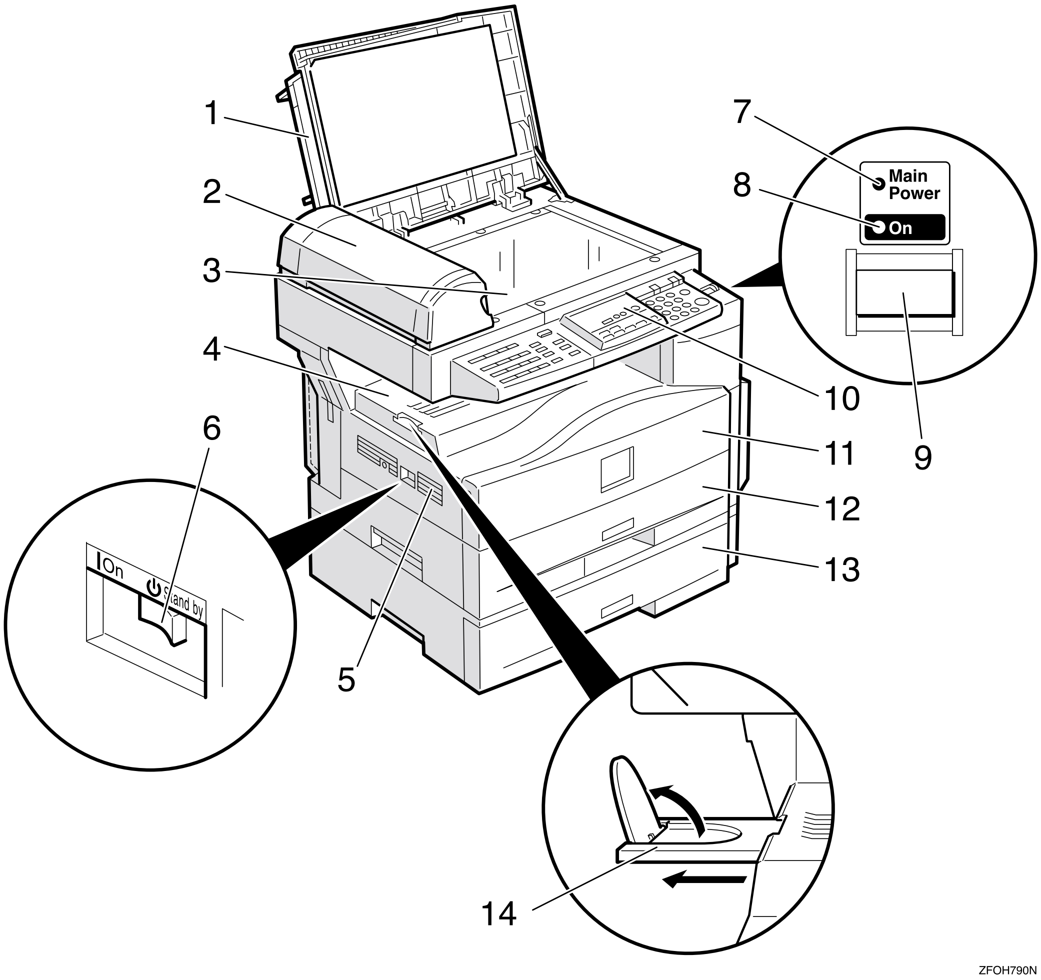
Maintaining Your Machine **63**
Cleaning the Exposure Glass 63
Cleaning the Exposure Glass Cover 63
Cleaning the Document Feeder (ADF) 63

6. Specifications

Mainframe... 65
Document Feeder (ADF) (Option for Type 1) 68
Paper Tray Unit (Option).. 69
32MB Copier Memory Unit (Option)... 70

INDEX.. 71

Guide to Components



1. Exposure glass cover

Lower the exposure glass cover over the original placed on the exposure glass for copying.

2. Document feeder (ADF) (Option for Type 1)

Originals will be fed automatically.

3. Exposure glass

Position originals here face down for copying. See p.10 “Originals”.

4. Internal tray

Copied paper is delivered here face down.

5. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

6. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax function, do not turn the main power off.

7. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

8. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

9. Operation switch

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

10. Control panel

See p.4 “Control Panel”.

11. Front cover

Open to access the inside of the machine.

12. Paper tray

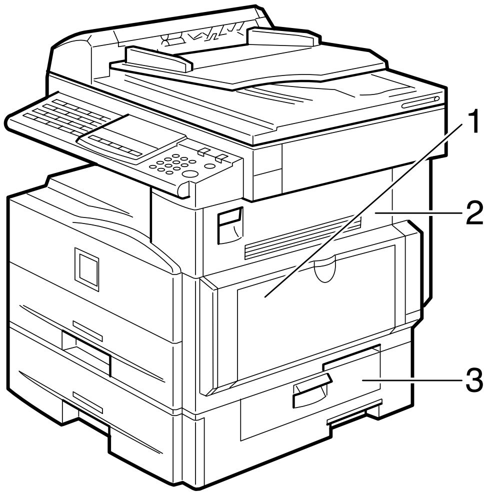
Place paper here. See p.42 “┓ Loading Paper”.

13. Paper tray unit (option)

Holds 500 sheets of paper.

14. Internal tray guide

Swing out to support large papers and raise the end fence.



1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, envelopes, and custom size paper. See p.27 “Copying from the Bypass Tray”.

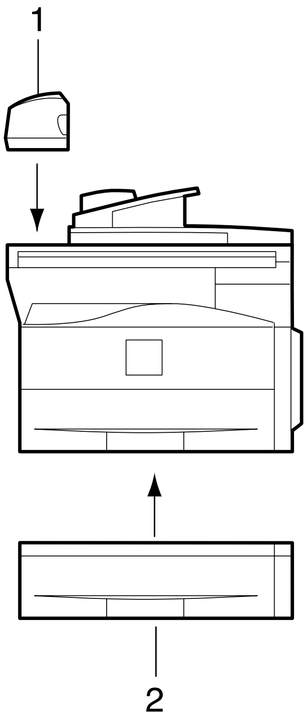
2. Right cover

Open this cover to remove jammed paper fed from the paper tray.

3. Lower right cover

Open this cover to remove jammed paper fed from the optional paper tray unit.

Options



ZFOP030E

1. Document feeder (ADF) (Option for Type 1)

Originals will be fed automatically.

Other options:

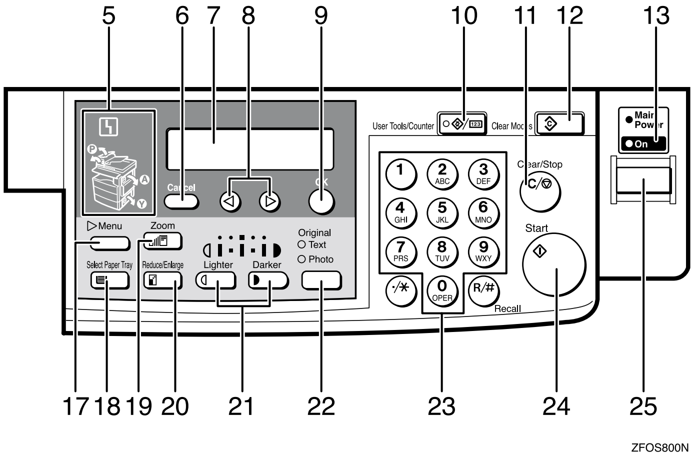
- 32MB copier memory unit
  Increases memory capacity.

2. Paper tray unit

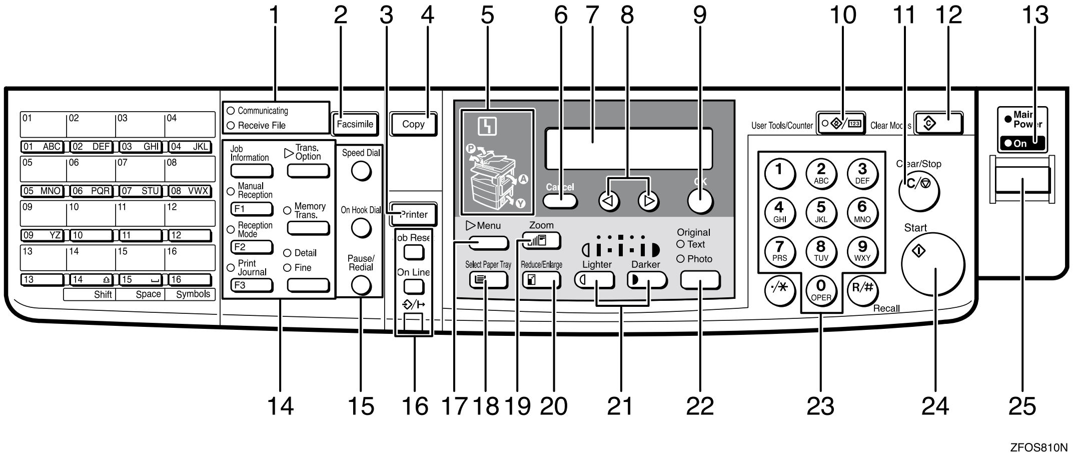
Holds 500 sheets of paper.

Control Panel

❖ Copier only


5
6
7
8
9
10
11
12
13
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Clear/Stop
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Start
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
0 OPER
R/#
Recall
17
18
19
20
21
22
23
24
25
ZFOS800N

❖ Fax and/or printer installed


1
2
3
4
5
6
7
8
9
10
11
12
13
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Manual Reception
Memory Trans.
Reception Mode
Detail
Fine
Print Journal
F1
F2
F3
Speed Dial
On Hook Dial
Pause/Redial
Printer
Job Reset
On Line
Shift
Space
Symbols
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Clear/Stop
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Start
Recall
14
15
16
17
18
19
20
21
22
23
24
25
ZFOS810N

1. Indicators for fax mode (Fax installed machine only)

See the Facsimile Reference manual.

2. 【Facsimile】 key (Fax installed machine only)

Press to use facsimile functions.

3. 【Printer】 key (Printer installed machine only)

Press to use printer functions.

4. 【Copy】 key

Press to use copy functions.

5. Indicators

These indicators show errors or the status of the machine. See p.39 "Troubleshooting".

6. 【Cancel】 key

Press to cancel an operation or return to the previous display.

7. Panel display

Shows operation status, error messages, and function menu. See p.6 "Panel Display".

8. ◁▷ keys (Cursor keys)

Press to select an item on the panel display.

9. 【OK】 key

10. 【User Tools/Counter】 key

Press to change the default settings and conditions to meet your requirements. See p.53 "User Tools (Copier Features)".

11. 【Clear/Stop】 key

While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

12. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

13. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the operation switch is turned off.

14. Fax function keys (Fax installed machine only)

Press to change modes. To use copy functions, press the **【Copy】** key.

15. Dial Function keys (Fax installed machine only)

See the Facsimile Reference manual.

16. Printer function keys (Printer installed machine only)

Press to change modes. To use copy functions, press the **【Copy】** key.

17. 【Menu】 key

Press this key to set the following functions.

- Combine
  Press to make combined copies. See p.35 "Combine".
- Sort (Optional 32MB copier memory unit is required)
  Automatically sorts copies. See p.25 "Sort"
- Original Size
  Select the original size that matches the originals placed. See p.20 "Placing Standard Size Originals"

18. 【Select Paper Tray】 key

Press to select the paper tray.

19. 【Zoom】 key

Changes the reproduction ratio in 1% steps.

20. 【Reduce/Enlarge】 key

Press to make reduced or enlarged copies. See p.32 "Preset Reduce/Enlarge".

21. 【Lighter】 and 【Darker】 keys

Adjusts the copy image density.

22. 【Original】 key

Press to select the original type.

23. Number keys

Use to enter the desired number of copies and data for selected modes.

24. 【Start】 key

Press to start copying. Also use to initiate Auto Start. See p.31 "Auto Start".

25. Operation switch

Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

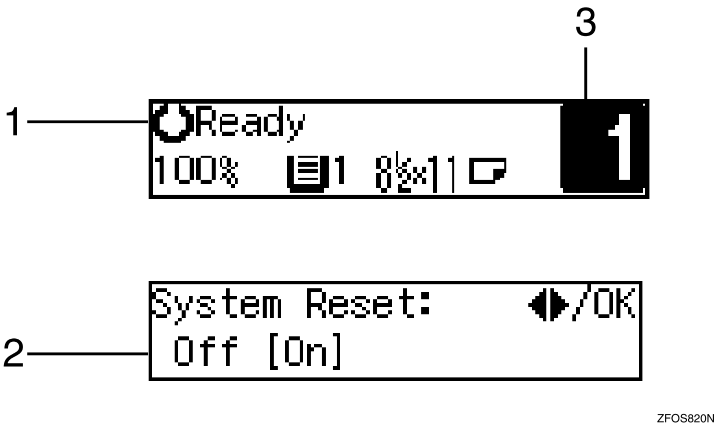
- ❒ Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

- ❒ The machine is in Copy mode when turned on. This can be changed. See "Settings You Can Change with the User Tools" in the System Settings manual.

Displays and Key Operations

❖ Copy display



1. Upper line: The machine status or currently selected functions appear here.

2. Bottom line: Items which can be selected or specified, or messages appear here. Currently selected items are displayed with brackets.

3. Number of copies set and number of copies made.

❖ Common keys

◁ or ▷	Press to move between pages or select function.
【Cancel】	Press to cancel an operation or return to the previous display.
【Clear /Stop】	While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.
【Clear Modes】	Press to cancel the settings and return to the standby mode.
【OK】	Press to set a selected function or entered value.

Turning On the Power

To turn the machine on, press the operation switch.

Note

- ❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "6. Auto Off Timer" in the System Settings manual.

Power switches

This machine has two power switches.

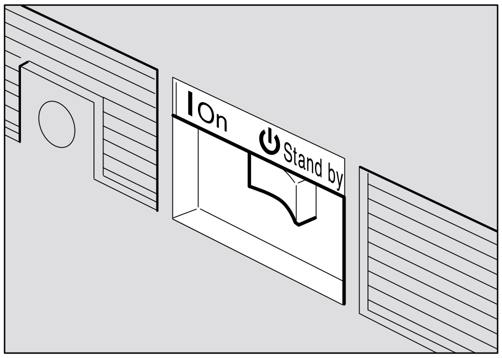
❖ **Operation switch (right side of the control panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1. **Make sure that the power cord is firmly plugged into the wall outlet.**
2. **Turn on the main power switch.**

   The **main power** indicator on the control panel goes on.

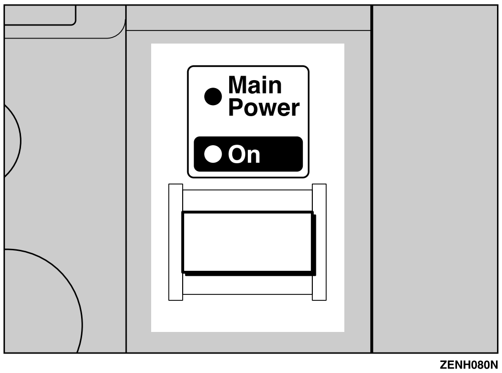


ZFOH830N

Starting the Machine

1 Press the operation switch to make the On indicator go on.

The display panel will come on.



Note

- ❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- ❒ During the warm-up period (less than 20 seconds), you can use the Auto Start function. See p.31 “Auto Start”.
- ❒ You can set up a copy job and press the **【Start】** key while the “Select Modes and Press Start” message is displayed.
- ❒ When “Input User Code and Press OK” is displayed, enter your user code.

Shutting Down the Machine

1 Press the operation switch to make the On indicator go off and change to Low Power mode.

Turning Off the Main Power

1 Turn off the main power switch.

The **main power** indicator of the control panel goes off.

Important

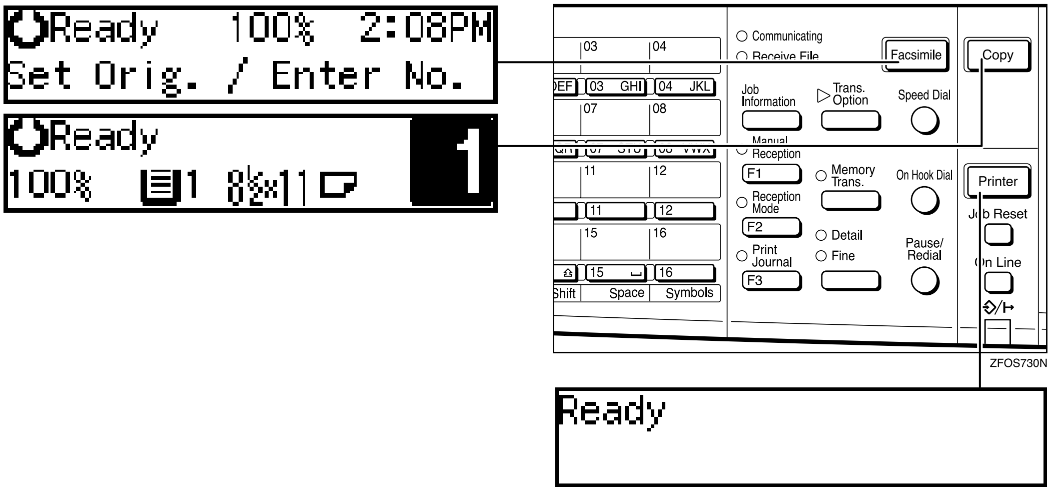
- ❒ Fax files stored in memory will be lost 12 hours after you turn the main power switch off or you unplug the power cord.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax machine or a printer as well. (Type 2 machine is installed with the fax function as the standard.) Press the **【Copy】** key to use copy functions, or press the **【Facsimile】** key to use facsimile functions.

If the display shows a mode other than copy mode, press the **【Copy】** key to switch to copy mode.

For details about how to change the mode the machine starts in when you turn the operation switch on, see “1. Function Priority” in the System Settings manual.


Ready 100% 2:08PM
Set Orig. / Enter No.
Ready
100% 1 8½x11
1
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Speed Dial
Manual Reception
F1
Memory Trans.
On Hook Dial
Printer
Reception Mode
F2
Job Reset
Detail
Print Journal
Fine
Pause/Redial
On Line
F3
Shift
Space
Symbols
ZFOS730N
Ready

Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During On Hook dialing for fax transmission.
- During Energy Saver mode.

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where original is placed	Original Size	Original Weight
Exposure glass	Up to A4▭	--
Document feeder (ADF)	A4▭ – A5▯▭	52 – 105g/m^2

❖ Inch version

Where original is placed	Original Size	Original Weight
Exposure glass	Up to $8^{1}/_{2}$" × 11"▭	--
Document feeder (ADF)	$8^{1}/_{2}$" × 14"▭ – $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭	14 – 28 lb

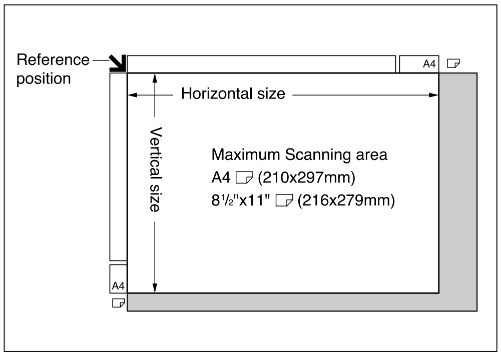
Non-recommended originals for the document feeder (ADF)

Placing the following originals in the document feeder (ADF) might cause paper misfeeds or damage to the originals. Place these originals on the exposure glass.

- Originals other than those specified in p.10 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Originals of inappropriate weight other than those specified in p.10 “Sizes and Weights of Recommended Originals”
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

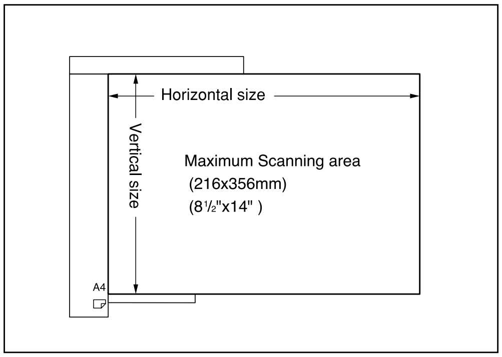
Original Sizes and Scanning Area/Missing Image Area

❖ Exposure glass


Reference position
A4
Horizontal size
Vertical size
Maximum Scanning area
A4 (210x297mm)
8½"x11" (216x279mm)
A4

ZFOH040E

❖ Document feeder (ADF)


Horizontal size
Vertical size
Maximum Scanning area
(216x356mm)
(8½"x14")
A4

ZFOH050E

Limitation

- ❒ Even if you correctly place originals in the document feeder (ADF) or on the exposure glass, margins (about 4mm, 0.2") on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

<table>
<tr><td colspan="2"></td><th colspan="2">Paper sizes</th><th>Paper weight</th><th>Paper capacity</th></tr>
<tr><td colspan="2">Paper Tray</td><td colspan="2">A4▭, A5▯, $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯
Note
❐ You can specify the paper size with the user tools. See p.51 “Selecting the Paper Size with the User Tools”.</td><td>60 – 90g/m^2,
16 – 24 lb</td><td>250 sheets *1</td></tr>
<tr><td colspan="2">Paper tray unit (option)</td><td colspan="2">A4▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 14"▭, $8^{1}/_{4}$" × 13"▭, $8^{1}/_{2}$" × 11"▭
Note
❐ You can specify the paper size with the user tools. See p.51 “Selecting the Paper Size with the User Tools”.</td><td>60 – 90g/m^2,
16 – 24 lb</td><td>500 sheets *1</td></tr>
<tr><td rowspan="7">Bypass tray</td><td>Standard sizes</td><td colspan="2">A4▭ , A5▯▭, $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▯▭, $8^{1}/_{2}$" × 14"▭, 8" × 13"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 13"▭, $8^{1}/_{4}$" × 14"▭
Note
❐ You can specify the paper size. See p.27 “Copying from the Bypass Tray”</td><td rowspan="3">60 – 157g/m^2,
16– 42 lb</td><td rowspan="3">100 sheets *1</td></tr>
<tr><td rowspan="6">Custom sizes</td><td>Metric version</td><td>Vertical: 90 – 216mm
Horizontal: 140 – 356mm</td></tr>
<tr><td>Inch version</td><td>Vertical: 3.5" – 8.5"
Horizontal: 5.5" – 14"</td></tr>
<tr><td colspan="2">Envelopes *2 : Com#10 Env (104.8 × 241.3mm, $4^{1}/_{8}$" × $9^{1}/_{2}$"), CA Env (162 × 229mm, 6.38" × 9.02"), C6 Env (114 × 162mm, 4.49" × 6.38"), DL Env (110 × 220mm, 4.33" × 8.66"), Monarch Env (98.4 × 190.5mm, $3^{7}/_{8}$" × $7^{1}/_{2}$")</td><td>72 – 90g/m^2,
19 – 24 lb</td><td>10 sheets</td></tr>
<tr><td colspan="2">Translucent paper (A4▭),
OHP transparencies *2</td><td rowspan="3">–</td><td>10 sheets</td></tr>
<tr><td colspan="2">postcards *2</td><td>40 sheets</td></tr>
<tr><td colspan="2">Adhesive labels (A4▭) *2</td><td>1 sheet</td></tr>
</table>

*1 Paper weight: 80g/m^2, 20 lb

*2 Place one sheet at a time. See p.27 “Copying from the Bypass Tray”.

Important

- ❒ Use of damp or curled paper may cause a misfeed. If a misfeed occurs, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

- ❒ Postcards should be fed from the bypass tray.
- ❒ When printing on envelopes, note the following:
    - Load envelopes with the copy side face down on the bypass tray.
    - Check that envelope flaps are securely folded up.
    - Make sure that there is no air between envelopes.
    - Load only envelopes of the same size and type at the same time.
    - Before loading envelopes, flatten the leading edge (the side being fed into the machine) by running a pencil or ruler across them.
    - Use only rectangular envelopes.
- ❒ If you load paper of the same size and in the same direction in two trays, the machine automatically switches to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. The optional paper tray unit is required to use this setting. See “10Auto Tray Switch” of the System Settings manual.

Reference

If you want to add paper, see p.42 “ ϟ Loading Paper”.

If you want to change the paper size, see p.48 “Changing the Paper Size”.

Non-recommended Paper

⚠ CAUTION:

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

Important

- ❒ Do not use any of the following kinds of paper or a fault might occur.
    - Thermal fax paper
    - Art paper
    - Aluminum foil
    - Carbon paper
    - Conductive paper
- ❒ Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

- ❒ Do not use any of the following kinds of paper or a misfeed might occur.
  - Bent, folded, or creased paper
  - Damp paper
  - Torn paper
  - Slippery paper
  - Perforated paper
  - Rough paper
  - Thin paper that has low stiffness
  - Paper with much paper dust on its surface
- ❒ If you make copies on rough grain paper, the copy image might be blurred.
- ❒ Do not use envelopes in the following conditions.
  - damp
  - excessively curled or twisted
  - stuck together
  - damaged in any way
  - with stamps attached
  - with windows, holes, perforations, cutouts or embossing
  - with metal clasps, string ties or metal folding bars
  - designed to be interlocked
  - with nicked edges or bent corners
  - with rough, wrinkled or laid finishes
  - with any exposed adhesive, when the flap is in the sealed or closed position

Paper Storage

Note

- ❒ When storing paper, the following precautions should always be followed:
  - Do not store paper where it will be exposed to direct sunlight.
  - Avoid storing paper in humid areas (humidity: 70% or less).
  - Store on a flat surface.
- ❒ Keep open reams of paper in the package, and store as you would unopened paper.
- ❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a plastic bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

❒ If you use toner other than that recommended type, a fault might occur.

Reference

If you want to add toner, see p.44 “ϟ Changing the Toner Cartridge”.

Toner Storage

Note

❒ When storing toner, the following precautions should always be followed:

  - Store toner containers in a cool, dry place free from direct sunlight.
  - Store on a flat surface.

Used Toner

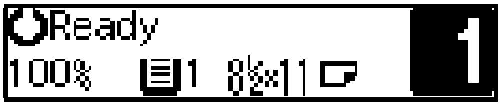
Note

❒ Toner cannot be re-used.

2. Copying

Basic Procedure

1 **Make sure that the machine is in Copy mode.**



Ready
100% 1 8½x11 1

Note

❒ If not, press the 【Copy】 key.

2 **If the machine is set for User Code, enter the code with the number keys, and then press the 【OK】 key. See p.31 “User Codes”.**

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the 【Clear Modes】 key.

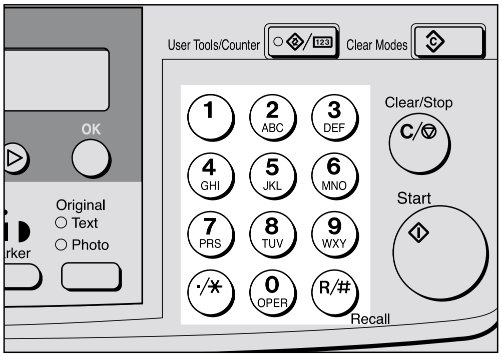
4 **Place your originals.**

Reference

See p.19 “Placing Originals”.

5 **Make the desired settings.**

6 **Enter the number of copies required with the number keys.**


User Tools/Counter
Clear Modes
OK
Original
Text
Photo
rker
Clear/Stop
C/⊘
Start
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
·/∗
0 OPER
R/#
Recall
ZFOS840N

Note

❒ The maximum copy quantity can be set between 1 and 99 (default: *99*). See “1. Max. Copy Q'ty” in p.56 “Copier Features”.

❒ To change the number entered, press the 【Clear/Stop】 key, and then enter the new number.

7 **Press the 【Start】 key.**

The machine starts copying.

Note

❒ To stop the machine during the multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes】 key.

System Reset

The machine returns to its prioritized mode automatically after your job is finished, after a certain period of time. This function is called “System Reset”.

Note

❒ You can change the System Reset time. See “3. System Reset” in the System Settings manual.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ How to exit Auto Off mode:

- Turn on the operation switch
- Place an original in the document feeder (ADF)
- Lift and lower the exposure glass cover

❒ You can change the Auto Off time. See "6. Auto Off Timer" in the System Settings manual.

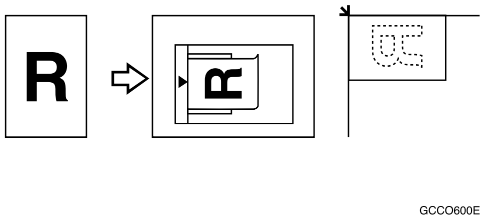
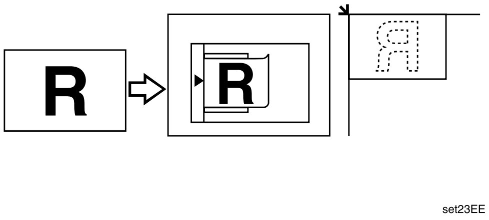
Placing Originals

Limitation

- ❐ Place originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

- ❐ Basically, the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Document feeder (ADF)	Exposure glass
		
		

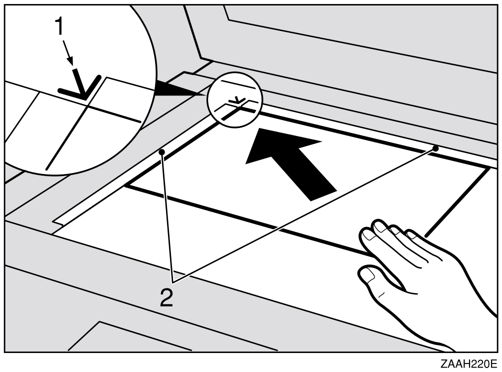
Reference

See p.10 "Originals".

Placing Originals on the Exposure Glass

1 **Lift the exposure glass cover or the document feeder (ADF).**

2 **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**



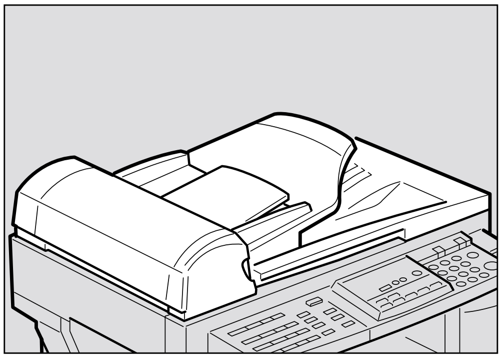
1. Reference mark
2. Scale

3 **Lower the exposure glass cover or the document feeder (ADF).**

Loading Originals in the Document Feeder (ADF)

Note

- ❒ The original might become dirty if it is written with a pencil or similar tools.
- ❒ Do not place any foreign objects on the document feeder (ADF) or cover it with your hand.

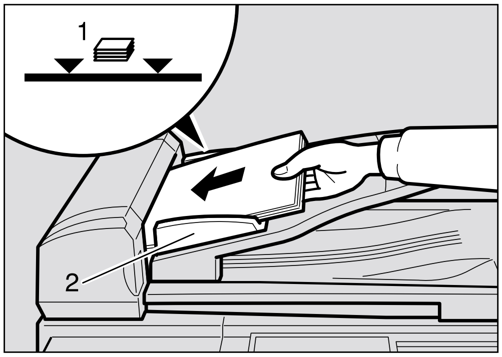


Reference

Regarding originals that the document feeder (ADF) can handle, see p.10 "Originals".

1 **Adjust the guide to the original size.**

2 **Place the aligned originals face up into the document feeder (ADF).**


1
2
ZFOP440E

1. **Limit mark**
2. **Document guide**

Note

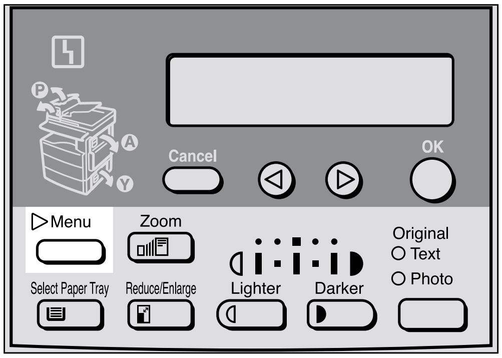
- ❒ Do not stack originals above the limit mark.
- ❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder (ADF).

Placing Standard Size Originals

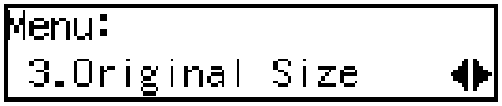
Note

- ❒ When the copy paper size and the original size differ, follow the steps below.

1 **Press the 【Menu】 key.**


Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS850N

2 **Press the ◁ or ▷ key to select "3. Original Size", and then press the 【OK】 key.**

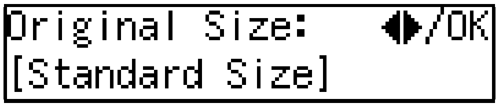


```
Menu:
 3.Original Size     ◀▶
```

Note

- ❒ You can also enter this mode by pressing the 【R/#】 key.
- ❒ When the bypass tray is selected, the 【R/#】 key does not work to enter this mode.

3 Make sure that "Standard Size" is selected, and then press the 【OK】 key.

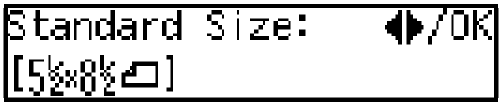


Original Size: ◀▶/OK
[Standard Size]

Note

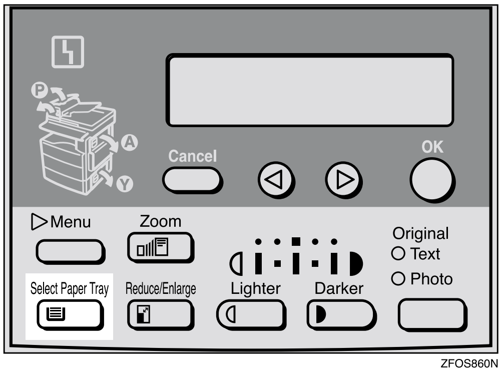
- ❒ If not, press the ◁ or ▷ key to select it.

4 Press the ◁ or ▷ key to select original size, and then press the 【OK】 key.



Standard Size: ◀▶/OK
[5$^1/_2$×8$^1/_2$▭]

5 Press the 【Select Paper Tray】 key to select your desired tray.


P
A
Y
Cancel
OK
▷Menu
Zoom
Original
○ Text
○ Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS860N

Note

- ❒ Select the same size and direction copy paper as the original.

6 Press the 【Start】 key.

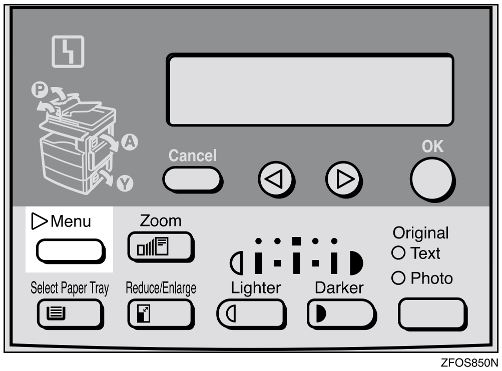
Placing Custom Size Originals

Limitation

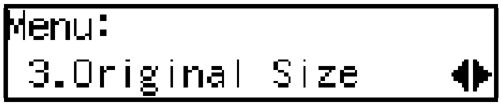
- ❒ Enter the size of your original if it is not one of the following: A4▭, A5▯▭, 8$^1/_2$" × 14"▭, 8$^1/_2$" × 13"▭, 8$^1/_2$" × 11"▭, 5$^1/_2$" × 8$^1/_2$"▯▭, 8" × 13"▭, 8$^1/_4$" × 13"▭, 8$^1/_4$" × 14"▭
- ❒ For exposure glass, the paper size that can be set with this function is vertical 105–216mm, 4.1"–8.5", horizontal 128–297mm, 5"–11"
- ❒ For document feeder (ADF), the paper size that can be set with this function is vertical 140–216mm, 5.5"–8.5", horizontal 140–356mm, 5.5"–14".
- ❒ For exposure glass, the maximum copy paper size is 210 × 297mm, 8$^1/_2$" × 11".
- ❒ For document feeder (ADF), the maximum copy paper size is 216 × 356mm, 8$^1/_2$" × 14".

1 Place one original face down on the exposure glass or face up into the document feeder (ADF).

2 Press the 【Menu】 key.


P
A
Y
Cancel
OK
▷Menu
Zoom
Original
○ Text
○ Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS850N

3 **Press the ◁ or ▷ key to select "3. Original Size", and then press the 【OK】 key.**

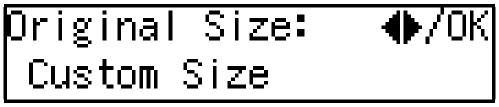


Menu:
 3.Original Size ◀▶

Note

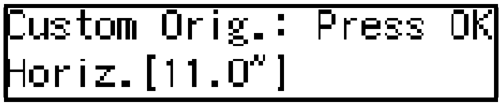
- ❒ You can also enter this mode by pressing the 【R/#】 key.

4 **Press the ◁ or ▷ key to select "Custom Size", and then press the 【OK】 key.**



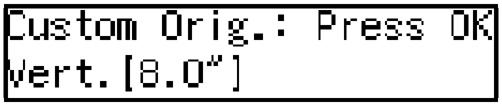
Original Size: ◀▶/OK
 Custom Size

5 **Enter the horizontal size of the original with the number keys, and then press the 【OK】 key.**



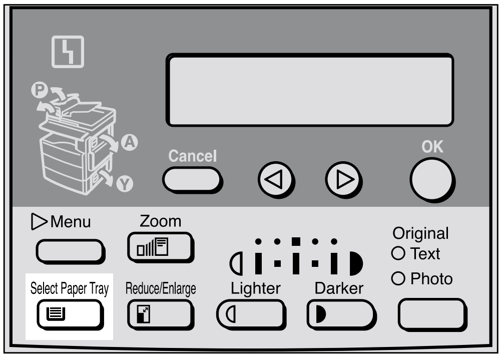
Custom Orig.: Press OK
Horiz.[11.0"]

6 **Enter the vertical size of the original with the number keys, and then press the 【OK】 key.**



Custom Orig.: Press OK
Vert.[8.0"]

7 **Press the 【Select Paper Tray】 key to select your desired paper tray.**


P
A
Y
Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

ZFOS860N

8 **Press the 【Start】 key.**

Basic Functions

Note

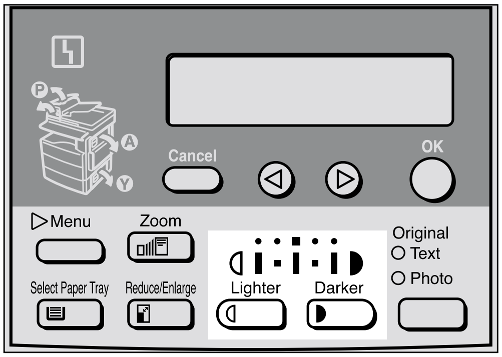
- ❒ You can select functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See p.56 “Settings You Can Change with the User Tools”.
- ❒ You can change default settings for basic functions. See p.56 “Settings You Can Change with the User Tools”.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

If you require darker or lighter copies, adjust the image density yourself.

1 Press the 【Lighter】 or 【Darker】 key to adjust the image density.


Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS870N

Selecting an Original Type

There are two ways to match your originals:

❖ **Text**

If you do not select either mode, your originals will be scanned with the settings suitable for text originals with this mode.

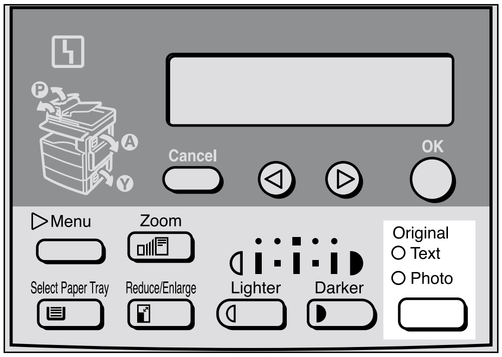
❖ **Photo**

Delicate tones of photographs and pictures can be reproduced with this mode.

Note

- ❒ You can change the detailed settings for Text and Photo each with the User Tools. See p.56 “Settings You Can Change with the User Tools”.

1 Press the 【Original】 key, and then select the original type.


Cancel
OK
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS880N

Note

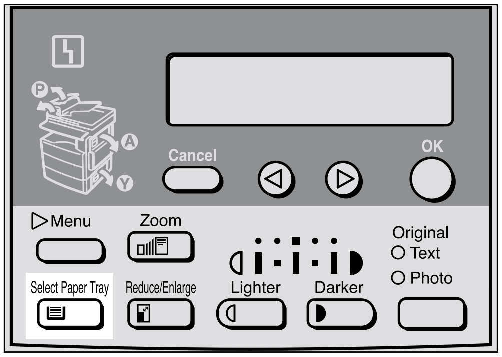
- ❒ Press the 【Original】 key to step through the following types:

Upper indicator lit	Text
Lower indicator lit	Photo

Selecting Copy Paper

You can manually select the paper tray for the paper size you wish to use.

1 Select the paper tray or bypass tray by pressing the 【Select Paper Tray】 key.


Cancel
OK
▷Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

ZFOS860N

Sort

The optional 32MB copier memory unit is required to use this function.

The machine can scan your originals into memory and automatically sort the copies.

Limitation

- ❒ The maximum paper length for the sort function is 356 mm.

Note

- ❒ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

❖ Metric version

Internal tray	• A4 or smaller: 250 sheets (80g/m^2)

❖ Inch version

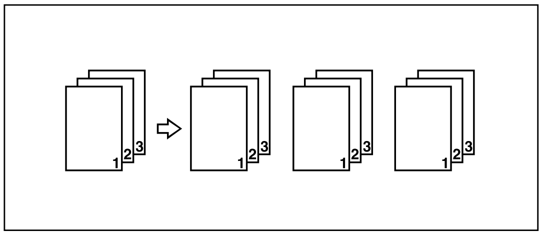
Internal tray	• $8^1/_2$" × 11" or smaller: 250 sheets (20 lb)

- ❒ The maximum tray capacity might also be reduced when copy paper is considerably curled.

Sort

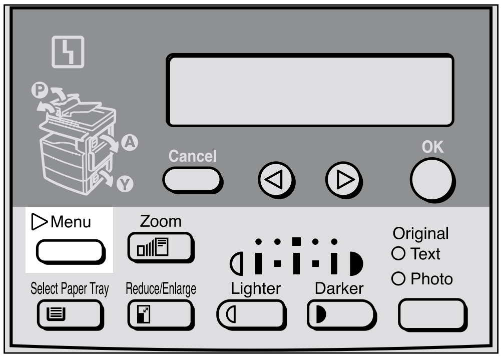
Copies can be assembled as sets in sequential order.

❖ Sort



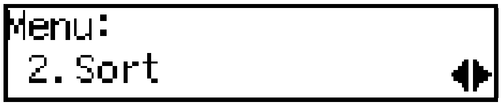
CP160-A

1 **Press the 【Menu】 key.**


P
A
Y
Cancel
OK
▷Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

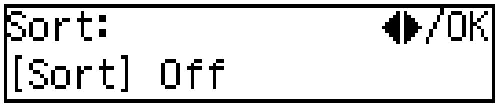
ZFOS850N

2 **Select "2. Sort" with the ◁ or ▷ key, and then press the 【OK】 key.**



```
Menu:
 2.Sort             ◀▶
```

3 **Select "Sort" with the ◁ or ▷ key, and then press the 【OK】 key.**



```
Sort:          ◀▶/OK
[Sort] Off
```

4 **Enter the number of copy sets with the number keys.**

Note

- ❒ The maximum number of sets is 99. You can change the default number with "1. Max. Copy Q'ty" in the copier features. See p.56 "Settings You Can Change with the User Tools".
- ❒ To change the number entered, press the 【**Clear/Stop**】 key and enter the new number.

5 **Place your originals.**

When loading originals in the document feeder (ADF)

❶ **Load your originals in the document feeder (ADF), and then press the 【Start】 key.**

Note

- ❒ The last page should be on the bottom.
- ❒ If an original is misfed, place your originals in the document feeder (ADF) again according to the instruction on the display.

When placing an original on the exposure glass

❶ **Place the original, and then press the 【Start】 key.**

❷ **Place the next original, and then press the 【Start】 key.**

Note

- ❒ Place the original in the same direction as the first one.

❸ **After all originals are scanned, press the 【R/#】 key.**

The copies are delivered to the tray.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, envelopes, and copy paper that cannot be set in the paper tray.

Note

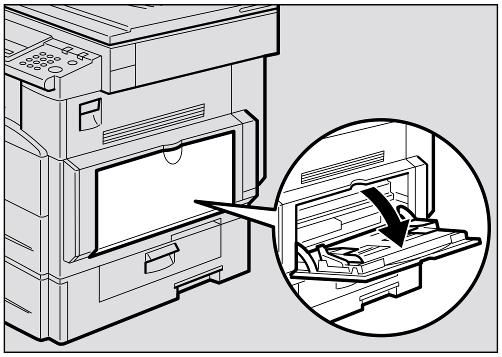
- ❒ If you do not use standard size copy paper, you should enter vertical and horizontal dimensions. The sizes that you can enter are as follows:

Metric version	• Vertical: 90 – 216mm • Horizontal: 140 – 356 mm
Inch version	• Vertical: 3.5" – 8.5" • Horizontal: 5.5" – 14"

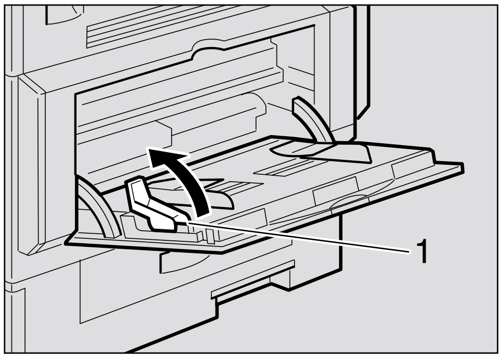
Reference

For details about paper capacity in the bypass tray, see p.12 "Copy Paper".

1 Open the bypass tray.

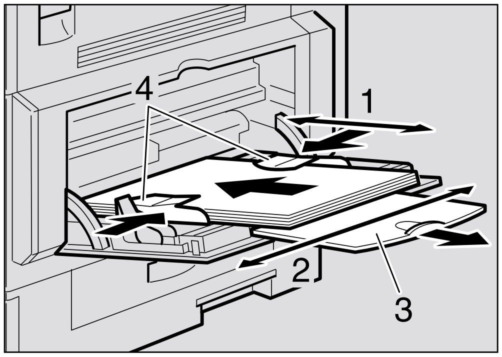


2 Push up the paper guide release lever.



1. **Paper guide release lever**

3 Gently insert the copy paper face down and adjust the paper guides.



1. **Horizontal size**
2. **Vertical size**
3. **Extender**
4. **Paper guides**

Important

- ❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

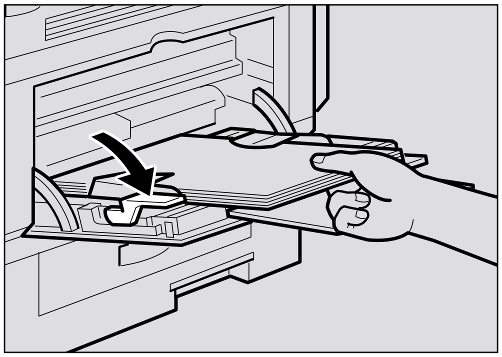
Note

- ❒ Set the direction of the copy paper to ▭.
- ❒ Swing out the extender to support paper sizes larger than A4▭, $8^{1}/_{2}$" × 14"▭.
- ❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

Reference

For details about how to set the copy paper, see p.28 "When copying onto OHP transparencies", p.29 "When copying onto standard size paper", p.29 "When copying onto custom size copy paper" or p.30 "When copying onto envelopes".

4 **Push down the paper guide release lever.**



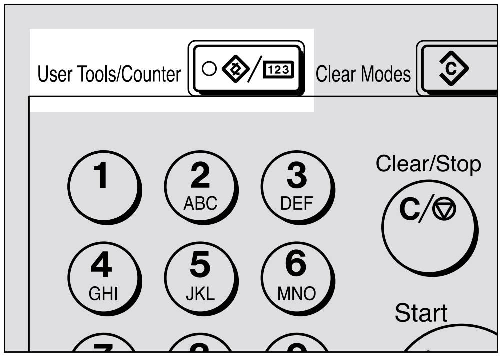
Note

- ❒ If you set A4, $8^{1}/_{2}$" × 14" or larger copy paper, hold the edge of the paper and push down the paper guide release lever.
- ❒ If you do not push down the paper guide release lever, a misfeed might occur.
- ❒ You can specify the type of paper used for the bypass tray. See "6. Bypass Paper Type" in p.56 "Copier Features"

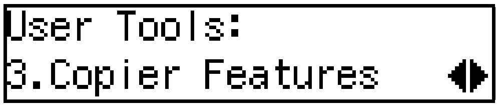
5 **Place your originals, and then press the 【Start】 key.**

When copying onto OHP transparencies

1 **Press the 【User Tools/Counter】 key.**

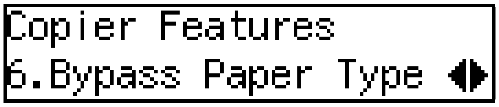


2 **Press the ◁ or ▷ key to display "3. Copier Features", and then press the 【OK】 key.**



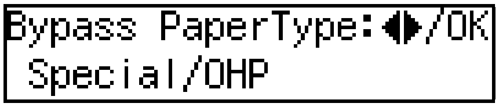
```
User Tools:
3.Copier Features   ◆
```

3 **Press the ◁ or ▷ key to display "6. Bypass Paper Type", and then press the 【OK】 key.**



```
Copier Features
6.Bypass Paper Type ◆
```

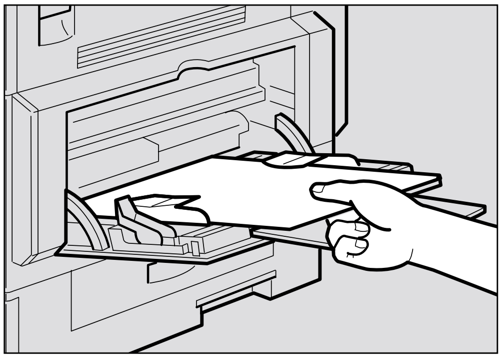
4 **Press the ◁ or ▷ key to display "Special/OHP", and then press the 【OK】 key.**



```
Bypass PaperType:◆/OK
 Special/OHP
```

5 **Press the 【User Tools/Counter】 key to exit from the user tools.**

6 **Gently insert the OHP transparencies face down and adjust the paper guide.**



Important

- ❒ The side of OHP transparencies that is copied is fixed. Before you place the OHP transparencies in the bypass tray, check the cutting position of the OHP transparencies.

When copying onto standard size paper

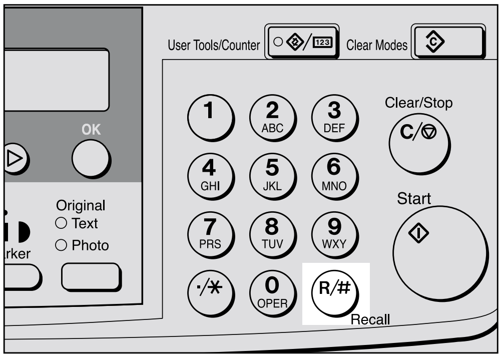
Important

- ❒ You should specify the size of paper to avoid paper misfeeds.

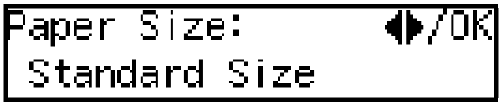
Note

- ❒ The default copy paper size for the paper tray, the optional paper tray unit and the bypass tray is A4, $8^1/_2$" × 11"▱

1 **Press the 【R/#】 key.**


User Tools/Counter
Clear Modes
OK
Original
Text
Photo
rker
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
·/✱
0 OPER
R/#
Recall
Clear/Stop
C/⊘
Start
ZFOS890N

2 **Make sure that "Standard Size" is selected, and then press the 【OK】 key.**

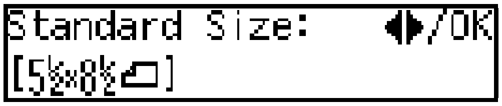


Paper Size: ◀▶/OK
Standard Size

Note

- ❒ If not, press the ◁ or ▷ key to select it.

3 **Press the ◁ or ▷ key to select paper size, and then press the 【OK】 key.**



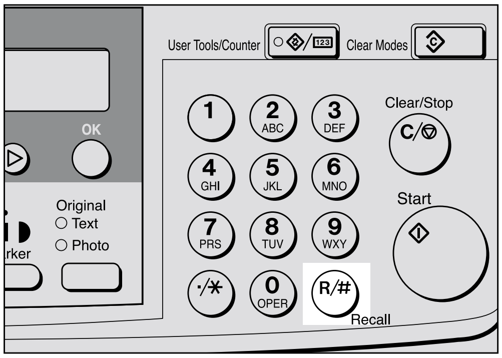
Standard Size: ◀▶/OK
[5½×8½▱]

When copying onto custom size copy paper

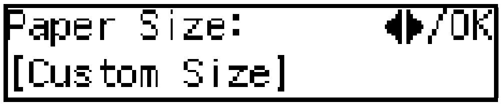
Important

- ❒ You should specify the size of paper to avoid paper misfeeds.

1 **Press the 【R/#】 key.**

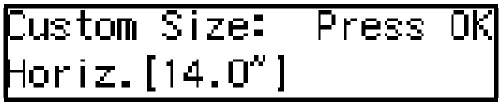

User Tools/Counter
Clear Modes
OK
Original
Text
Photo
rker
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
·/✱
0 OPER
R/#
Recall
Clear/Stop
C/⊘
Start
ZFOS890N

2 **Press the ◁ or ▷ key to select "Custom Size", and then press the 【OK】 key.**



Paper Size: ◀▶/OK
[Custom Size]

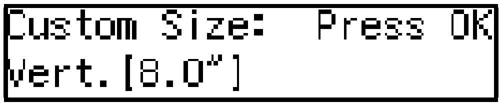
3 **Enter the horizontal size of the paper with the number keys, and then press the 【OK】 key.**


Custom Size: Press OK
Horiz.[14.0"]

Note

- ❒ To change the number entered, press the 【Clear/Stop】 key, and then enter the new number.

4 **Enter the vertical size of the paper with the number keys, and then press the 【OK】 key.**


Custom Size: Press OK
Vert.[8.0"]

Note

- ❒ To change the number entered, press the 【Clear/Stop】 key, and then enter the new number.

When copying onto envelopes

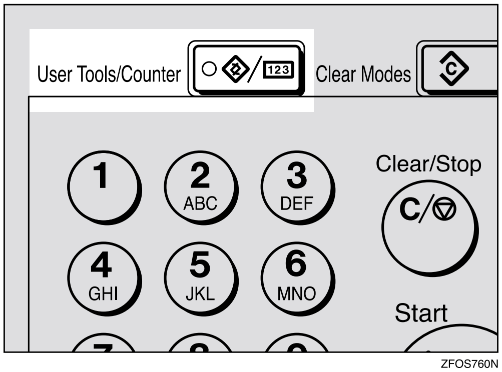
Note

- ❒ Set the direction of the envelope to ▱

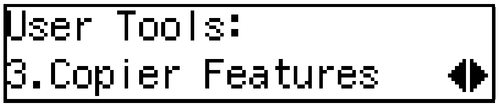
Reference

For details about envelopes, see p.12 "Copy Paper"

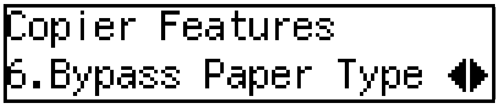
1 **Press the 【User Tools/Counter】 key.**



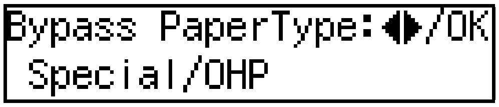
2 **Press the ◁ or ▷ key to display "3. Copier Features", and then press the 【OK】 key.**


User Tools:
3.Copier Features ◀▶

3 **Press the ◁ or ▷ key to display "6. Bypass Paper Type", and then press the 【OK】 key.**


Copier Features
6.Bypass Paper Type ◀▶

4 **Press the ◁ or ▷ key to display "Special/OHP", and then press the 【OK】 key.**


Bypass PaperType:◀▶/OK
Special/OHP

5 **Press the 【User Tools/Counter】 key to exit from the user tools.**

Other Functions

User Codes

When user codes are set, operators must enter their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

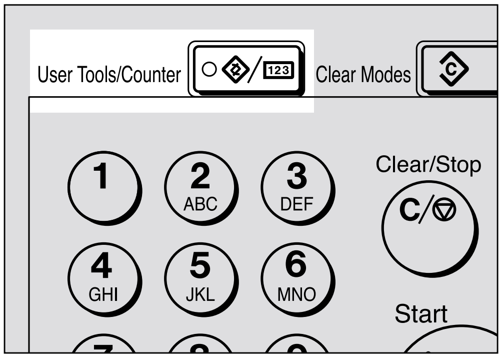
- ❒ When user codes are set, the machine will prompt you for your user code after the power switch is turned on or Copy Reset Timer comes into effect.
- ❒ To prevent others from making copies using your user code, press the **【Clear Modes】** and **【Clear/Stop】** keys simultaneously after copying.

Reference

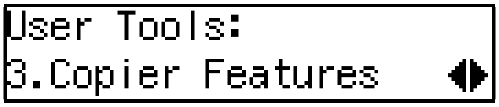
For details about user codes, see p.56 “Settings You Can Change with the User Tools”.

Setting the User Code

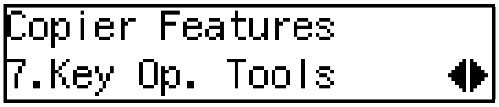
1 Press the 【User Tools/Counter】 key.



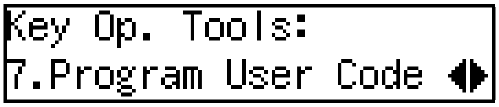
2 Press the ◁ or ▷ key to display “3. Copier Features”, and then press the 【OK】 key.


User Tools:
3.Copier Features ◀▶

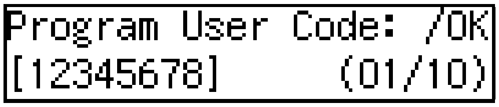
3 Press the ◁ or ▷ key until “7. Key Op. Tools” is displayed, and then press the 【OK】 key.


Copier Features
7.Key Op. Tools ◀▶

4 Press the ◁ or ▷ key until “7. Program User Code” is displayed, and then press the 【OK】 key.


Key Op. Tools:
7.Program User Code ◀▶

5 Enter the desired user code with the number keys, and then press the 【OK】 key.


Program User Code: /OK
[12345678] (01/10)

Auto Start

If you press the **【Start】** key during the warm-up period, the **【Start】** key will blink and your copies will be made as soon as warm-up finishes.

1 Make any adjustments to copy settings during the warm-up period.

2 Place your originals.

3 Press the 【Start】 key.

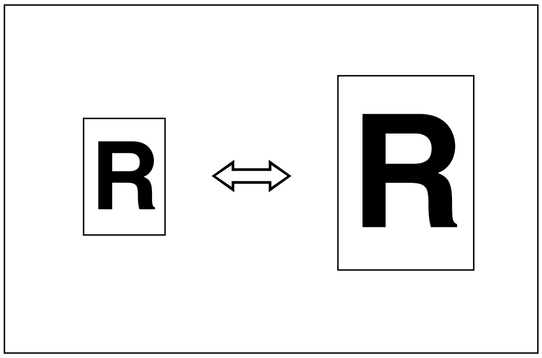
The **【Start】** key indicator flashes green.

Note

- ❒ To cancel Auto Start, press the **【Clear/Stop】** key.

Preset Reduce/Enlarge

You can select a preset ratio for copying.



CP2T100

Note

- ❒ You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- ❒ You can change the preset ratios to other ratios you frequently use. See “3. Set Ratio” in p.56 “Copier Features”.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

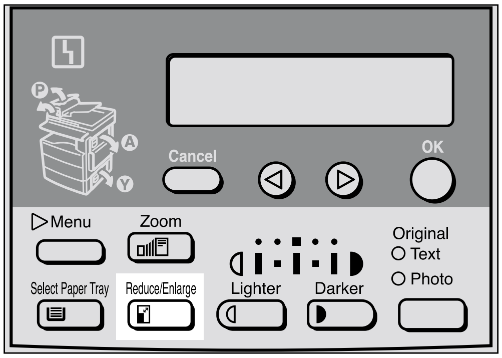
❖ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A6→A4
141 (enlarge area by 2)	A5→A4
100	Full Size
93	A little reduced. (Create Margin)
71 (reduce area by $^{1}/_{2}$)	A4→A5
50 (reduce area by $^{1}/_{4}$)	A4→A6

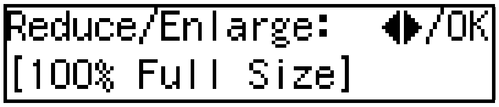
❖ Inch version

Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	$5^{1}/_{2}$" × $8^{1}/_{2}$"→$8^{1}/_{2}$" × 14"
129	$5^{1}/_{2}$" × $8^{1}/_{2}$"→$8^{1}/_{2}$" × 11"
100	Full Size
93	A little reduced. (Create Margin)
78	$8^{1}/_{2}$" × 14"→$8^{1}/_{2}$" × 11"
65 (reduce area by $^{1}/_{4}$)	$8^{1}/_{2}$" × 11"→$5^{1}/_{2}$" × $8^{1}/_{2}$"

1 **Press the 【Reduce/Enlarge】 key.**



ZFOS900N



```
Reduce/Enlarge:  ◀▶/OK
[100% Full Size]
```

2 **Press the 【Reduce/Enlarge】 key or the ◁ or ▷ key until the desired reduce/enlarge size is displayed.**

Note

- ❒ The ratio displayed changes every time you press the 【Reduce/Enlarge】 key or the ◁ or ▷ key.

3 **Press the 【OK】 key.**

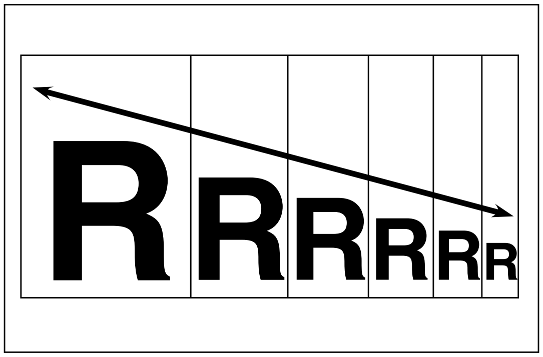
4 Place your originals, and then press the 【Start】 key.

Note

❒ When the copy paper size and the original size differ, set the original size. See p.20 "Placing Standard Size Originals"

Zoom

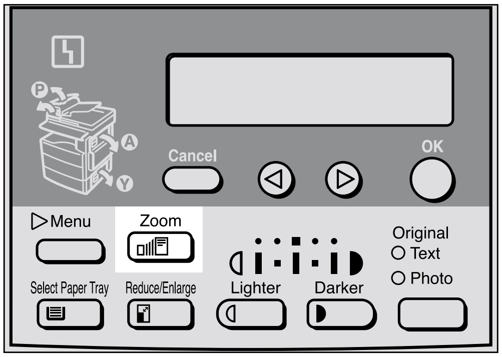
You can change the reproduction ratio in 1% steps.


R
R
R
R
R
R
CP2Z0100

Note

- ❒ You can change the reproduction ratio from 50–200%.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ You can select a preset ratio which is near the desired ratio, and then adjust the ratio with the ◁ or ▷ key.

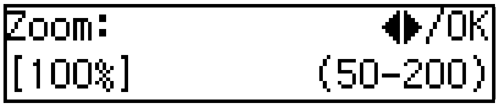
1 Press the 【Zoom】 key.


Cancel
OK
▷Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
ZFOS910N

2 Enter the ratio.

When using the ◁ or ▷ key

❶ Enter the desired reproduction ratios with the ◁ or ▷ key.



```
Zoom:          ◀▶/OK
[100%]      (50-200)
```

Note

- ❒ To change the ratio in 1% steps, just press the ◁ or ▷ key. To change the ratio in 10% steps, press and hold down the ◁ or ▷ key.
- ❒ To change the ratio entered, press the 【Clear/Stop】 key, and then enter the new ratio.

When using the number keys

❶ Enter the desired ratio with the number keys.

Note

- ❒ To change the ratio entered, press the 【Clear/Stop】 key, and then enter the new ratio.

3 Press the 【OK】 key.

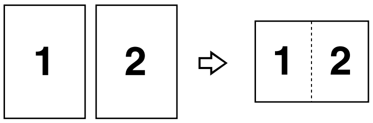
4 Place your originals, and then press the 【Start】 key.

Note

- ❒ When you place originals in the document feeder, set the original size. See p.20 "Placing Standard Size Originals"

Combine

Use this feature to combine two original images onto one page.



Combine1

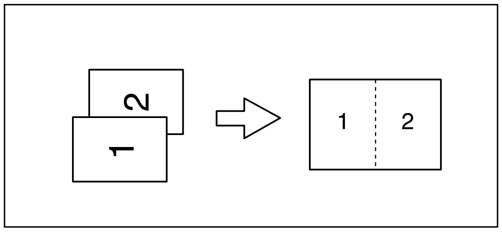
Limitation

- The machine cannot copy originals different in size and direction.

Note

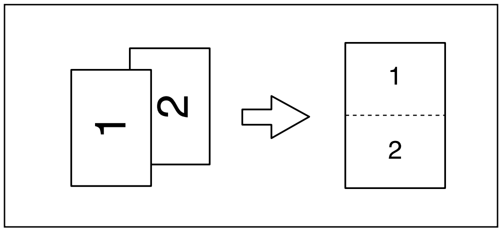
- A5, 5$^{1}/_{2}$"×8$^{1}/_{2}$"□ copy paper cannot be combined.
- The number of originals copied (combined) can be 2.
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper size and the original size.
- You can change the reproduction ratio from 50–200%.
- If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.
- When the number of originals placed is less than the number specified for combining, the last page(s) will be copied blank.
- Direction of the originals and arrangement of combined images.

❖ Portrait (□) originals



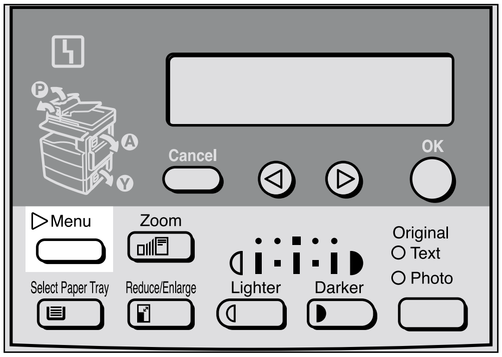
GCCO610E

❖ Landscape (□) originals



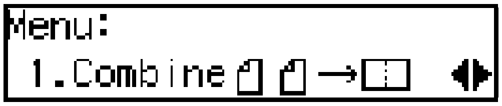
GCCO620E

1 **Press the 【Menu】 key.**



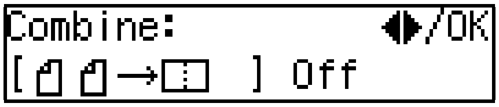
ZFOS850N

2 **Make sure that "1. Combine □□→□" is selected, and then press the 【OK】 key.**



Menu:
 1.Combine □□→□ ◆

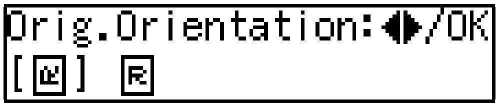
3 Select “▯▯→◫” with the ◁ or ▷ key, and then press the 【OK】 key.



```
Combine:        ◀▶/OK
[▯▯→◫  ] Off
```

Note

- ❒ You can specify the orientation of originals. See “5. Orig. Orientation” in the Copier Features in p.56 “Settings You Can Change with the User Tools”



```
Orig.Orientation:◀▶/OK
[R] R
```

4 Press the 【Select Paper Tray】 key to select the copy paper.

5 Place your originals.

Note

- ❒ Set the direction of the original to ◰.

When placing an original on the exposure glass

❶ Place the original, and then press the 【Start】 key.

❷ Place the next original, and then press the 【Start】 key.

Note

- ❒ To finish copying, press the 【R/#】 key to eject the copy.

When loading originals in the document feeder (ADF)

❶ Load your originals, and then press the 【Start】 key.

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

Mode after you select **Mode before you select**	**Custom Originals**	**Copying from the Bypass Tray**	**Image Density**	**Text Originals**	**Photo Originals**	**Zoom**	**Preset Reduce/Enlarge**	**Combine**	**Sort**
Custom Originals	--	☆	☆	☆	☆	☆	☆	☆	☆
Copying from the Bypass Tray	☆	--	☆	☆	☆	☆	☆	☆	☆
Image Density	☆	☆	--	☆	☆	☆	☆	☆	☆
Text Originals	☆	☆	☆	--	→	☆	☆	☆	☆
Photo Originals	☆	☆	☆	→	--	☆	☆	☆	☆
Zoom	☆	☆	☆	☆	☆	--	→	→	☆
Preset Reduce/Enlarge	☆	☆	☆	☆	☆	→	--	→	☆
Combine	☆	☆	☆	☆	☆	☆	☆	--	☆
Sort	☆	☆	☆	☆	☆	☆	☆	☆	--

Machine Operation Problems

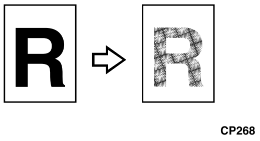
General

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. **Reference** You can use Auto Start mode during the warm-up period. See p.31 "Auto Start".
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "1. Max. Copy Q'ty" in p.56 "Copier Features".
The machine instructs you to enter the user code (8–digit number).	User codes are set.	Enter the user codes. See p.31 "User Codes".

Display

Problem	Cause	Action
The panel display is off.	The machine is in Energy Saver mode.	Turn on the operation switch. See p.1 "Guide to Components"
	The operation switch is turned off.	
	The main power switch is turned off.	Turn on the main power switch. See p.1 "Guide to Components"
	The power cord is unplugged.	Make sure that the power cord is plugged into the wall outlet firmly.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See p.1 "Guide to Components".
	The power cord is unplugged.	Make sure that the power cord is plugged into the wall outlet firmly.

Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. See p.23 “Adjusting Copy Image Density”.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See p.23 “Adjusting Copy Image Density”.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. See p.23 “Adjusting Copy Image Density”.
		Change the original direction.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, exposure glass cover, or document feeder (ADF) white sheet is dirty.	Clean them. See p.63 “Maintaining Your Machine”.
When copying with the document feeder (ADF), black lines appear in a copy.	Your document feeder (ADF) might be dirty.	Clean the document feeder (ADF) with a cloth. See p.63 “Maintaining Your Machine”.
Copies are too light.	The image density is too light.	Adjust the image density. See p.23 “Adjusting Copy Image Density”.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. See p.44 “ Changing the Toner Cartridge”.
Parts of the image are not copied.	The original is not placed correctly.	Place originals correctly. See p.19 “Placing Originals”.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	Place originals correctly. See p.19 “Placing Originals”.
	The side of the original placed is incorrect.	Place originals correctly.
A moire pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Change the original direction.

Cannot Make Desired Copies

Problem	Cause	Action
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See p.48 “Changing the Paper Size” or p.27 “Copying from the Bypass Tray”.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See p.37 “Combination Chart”.

Combine

Problem	Cause	Action
Parts of the image are not copied.	The original size and the copy paper size do not match.	Set the original size and the copy paper size correctly. See p.20 “Placing Standard Size Originals”
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You placed originals in an incorrect order.	When loading originals in the document feeder (ADF), the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.

Loading Paper

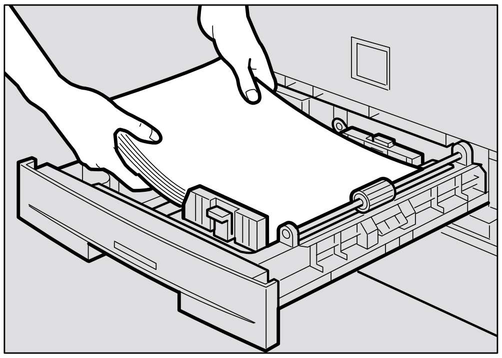
Note

- ❒ If you want to change the paper size, see p.48 "Changing the Paper Size".

Reference

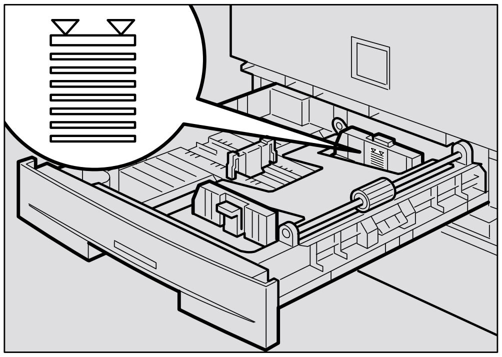
Regarding paper types and sizes that can be used, see p.12 "Copy Paper".

1. **Make sure that the paper tray is not being used.**
2. **Pull out the paper tray until it stops.**
3. **Push the metal plate down, and then square the paper and load it in the tray.**



Important

- ❒ Do not stack paper over the limit mark.



- ❒ If paper is left in the paper tray and then you add paper, a misfeed might occur.

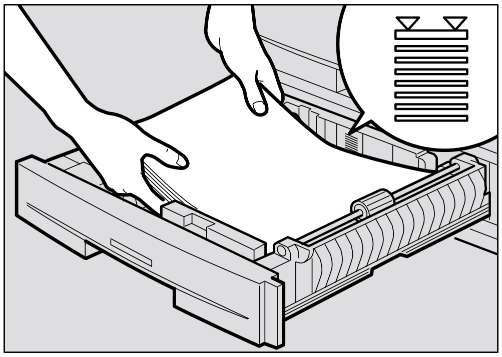
Note

- ❒ Shuffle the paper before setting it in the tray.

4. **Push the paper tray in until it stops.**

Loading paper in the optional paper tray unit

1. **Make sure that the optional paper tray unit is not being used.**
2. **Pull out the paper tray until it stops.**
3. **While pinching the release lever, adjust the back fence and side fences.**
4. **Push the metal plate down, and then square the paper and load it in the tray.**



Important

- ❒ If paper is left in the paper tray and then you add paper, a misfeed might occur.
- ❒ Do not stack paper over the limit mark.
- ❒ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

Note

- ❒ Shuffle the paper before loading it in the tray.
- ❒ If the paper is curled, load the paper up side down.

5 **Readjust the back fence and side fences.**

Important

- ❒ When loading small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

6 **Push the paper tray in until it stops.**

┓ Changing the Toner Cartridge

When ┓ is displayed, it is time to supply toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

❒ If you use toner other than that recommended, a fault might occur.

❒ When adding toner, do not turn off the power switch. If you do, your settings are cleared.

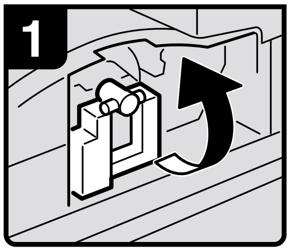
❒ Always add toner after the machine instructs you to add toner.

Note

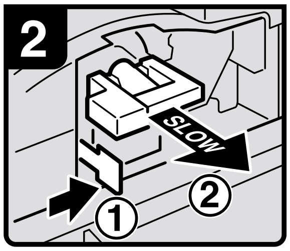
❒ You can still make about 50 copies after the ┓ symbol is lit and “Toner is Almost Empty” is displayed, but replace the toner early to prevent poor copy quality.

Reference

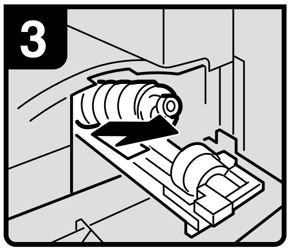
Regarding toner storage, see p.15 “Toner Storage”.



- Open the front cover of the machine.
- Lift the green holder.

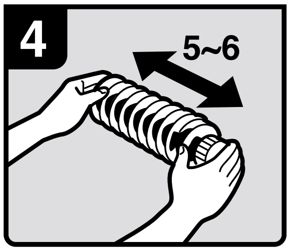


- Push the green lever, and then gently pull out the holder.



ZFOT150E

- Press the Toner Cartridge backward to raise its head, and then gently pull out the bottle.

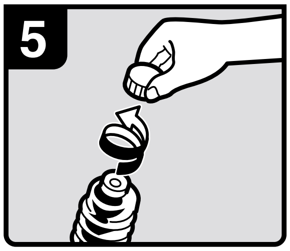


ZFOT160E

- Hold the new bottle horizontally, and then shake it 5 or 6 times.

Note

❒ Do not remove the black cap when shaking.

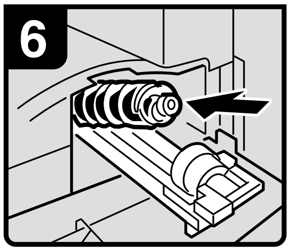


ZFOT170E

- Remove the black cap.

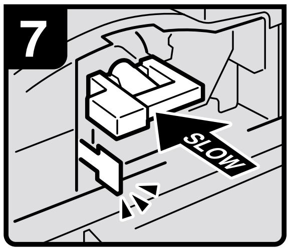
Note

❒ Do not remove the inner cap.



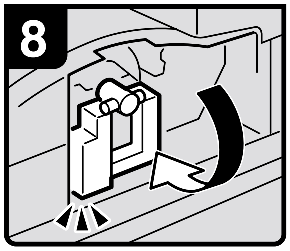
ZFOT180E

- Put the Toner Cartridge on the holder, and then press its head forward.



ZFOT190E

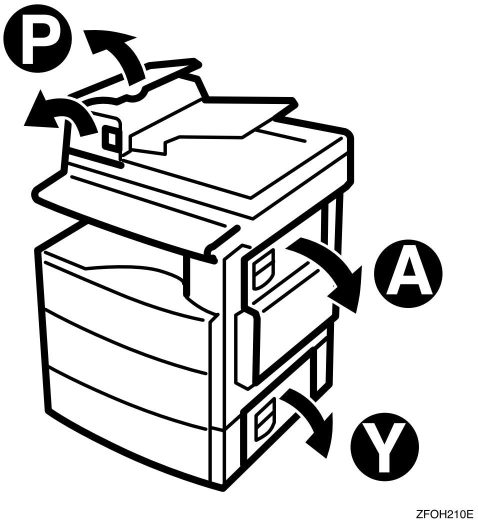
- Push the holder in until it clicks.



ZFOT200E

- Push down the green holder.
- Close the front cover of the machine.

┗ Clearing Misfeeds



⚠ ***CAUTION:***

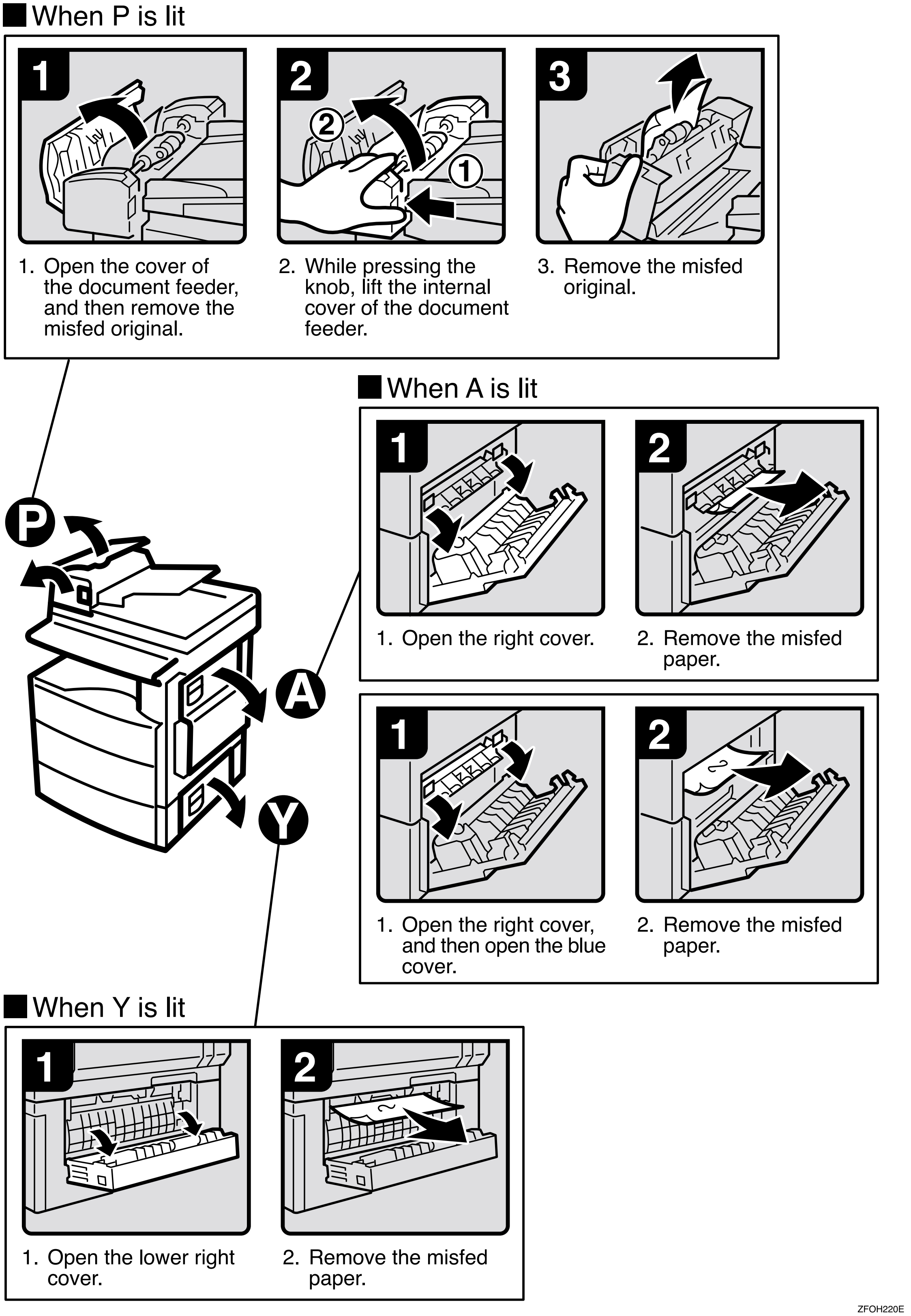
- *The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.*

Important

- ❒ When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.
- ❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- ❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

- ❒ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, P, Y.
- ❒ You can find a sticker explaining how to remove misfed paper inside of the right cover.
- ❒ When the machine instructs you to place originals once again, place your originals in the feeding position. The display might indicate the number of originals you should return.



When P is lit

1. Open the cover of the document feeder, and then remove the misfed original.
2. While pressing the knob, lift the internal cover of the document feeder.
3. Remove the misfed original.

When A is lit

1. Open the right cover.
2. Remove the misfed paper.

1. Open the right cover, and then open the blue cover.
2. Remove the misfed paper.

When Y is lit

1. Open the lower right cover.
2. Remove the misfed paper.

Changing the Paper Size

Important

- ❒ Select the paper size with the user tools, or misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be loaded in each tray, see p.12 “Copy Paper”.

Changing the Paper Size in the Paper Tray

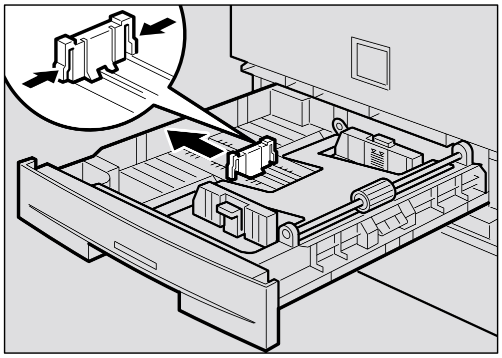
1 **Make sure that the paper tray is not being used.**

2 **Pull out the paper tray until it stops.**

Note

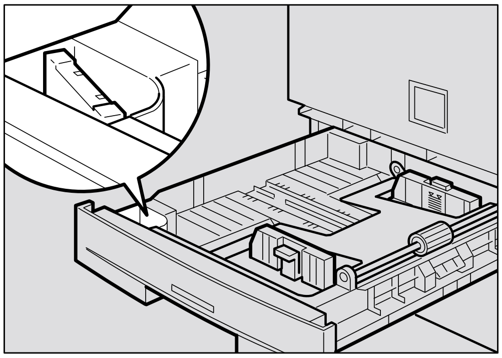
- ❒ Remove any remaining copy paper.

3 **Adjust the back fence.**

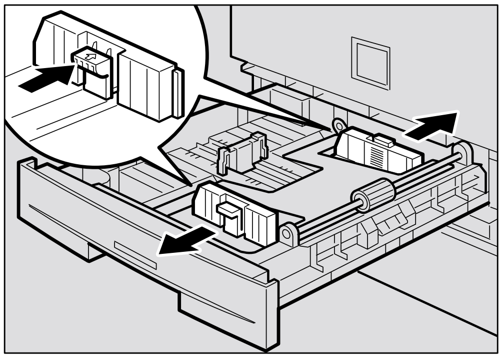


Note

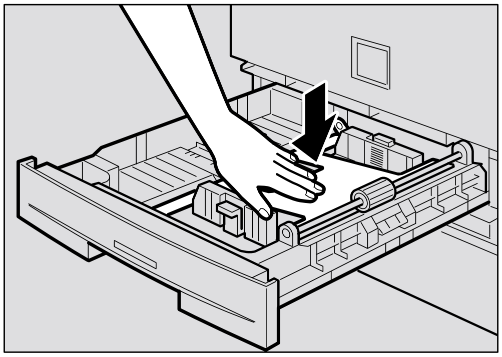
- ❒ When you load A4▭ copy paper, place the back fence in the corner pocket on the left.



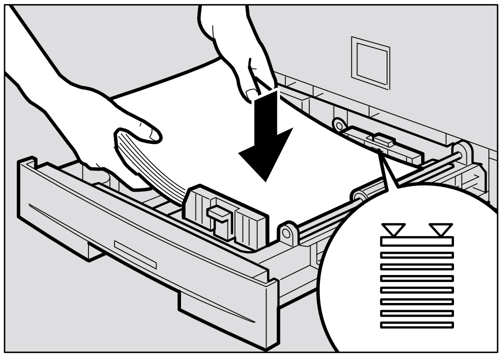
4 **While pressing the release lever, adjust the side fences.**



5 **Push the metal plate down.**



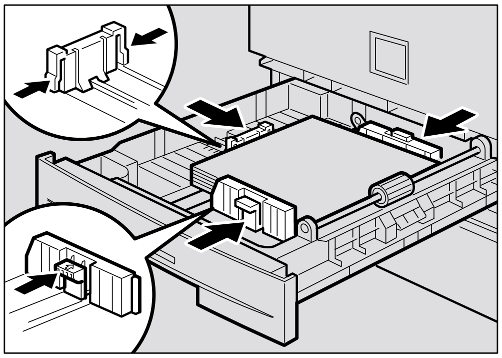
6 **Square the paper and load it in the tray.**



Important

❒ Do not stack paper over the limit mark.

7 **Adjust the side and back fences to the new paper size.**



Important

❒ When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

8 **Push the paper tray in until it stops.**

Note

❒ Select the new paper size with the User Tools. See p.51 "Selecting the Paper Size with the User Tools".

Changing the Paper Size in the Optional Paper tray unit

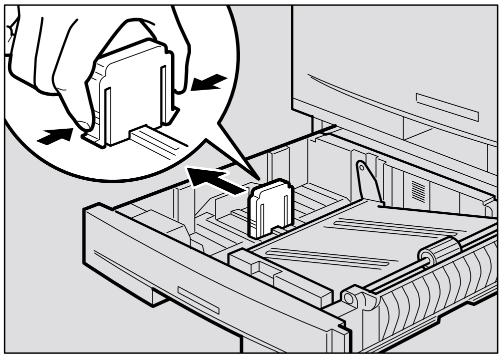
1 **Make sure that the paper tray is not being used.**

2 **Pull out the paper tray until it stops.**

Note

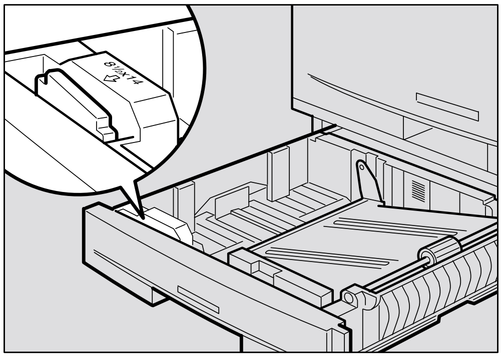
❒ Remove any remaining copy paper.

3 **Adjust the back fence.**

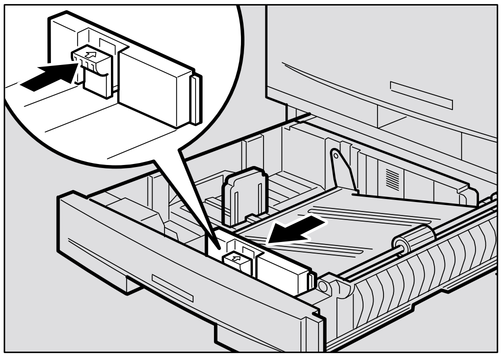


Note

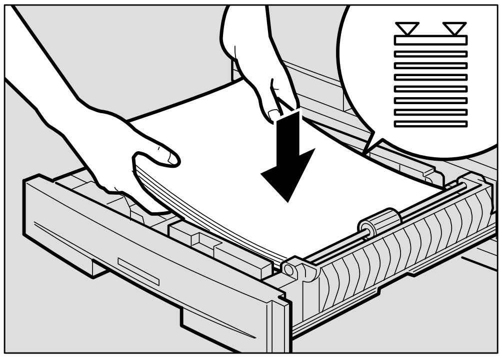
❒ When you load $8^{1}/_{4}$" × 14"▭ or $8^{1}/_{2}$" × 14"▭ copy paper, place the back fence in the corner pocket on the left.



4 **While pressing the release lever, adjust the side fences.**



5 **Push the metal plate down, and then square the paper and load it in the tray.**



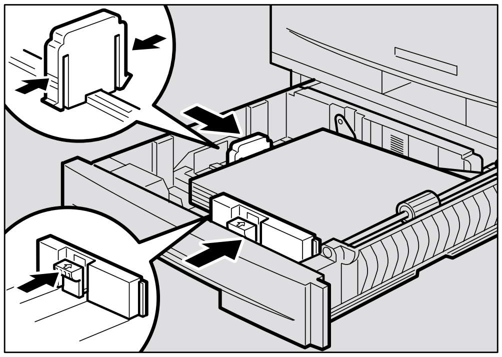
Important

- ❒ Do not stack paper over the limit mark.
- ❒ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

Note

- ❒ Shuffle the paper before loading it in the tray.

6 **Adjust the side and back fences to the new paper size.**



Important

- ❒ When loading small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

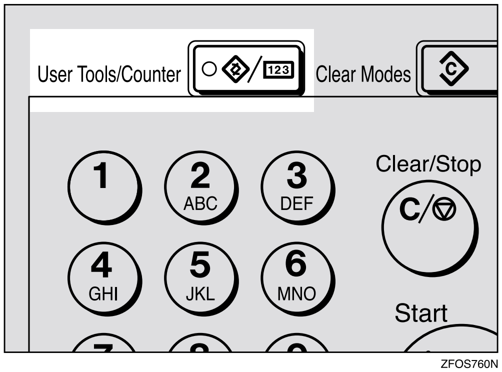
7 **Push the paper tray in until it stops.**

Note

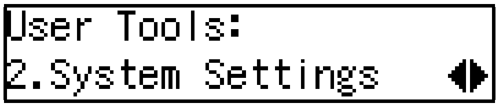
- ❒ Select the new paper size with the User Tools. See p.51 "Selecting the Paper Size with the User Tools".

Selecting the Paper Size with the User Tools

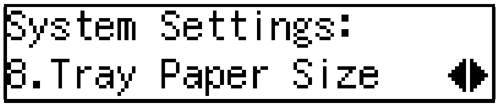
1 **Press the 【User Tools/Counter】 key.**



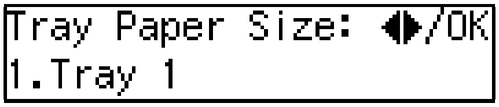
2 **Press the ◁ or ▷ key to display "2.System Settings", and then press the 【OK】 key.**


User Tools:
2.System Settings ◀▶

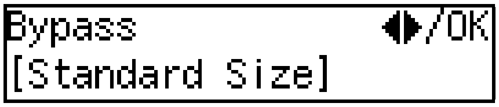
3 **Press the ◁ or ▷ key until "8. Tray Paper Size" is displayed, and then press the 【OK】 key.**


System Settings:
8.Tray Paper Size ◀▶

4 **Press the ◁ or ▷ key to select the paper tray you want to change the paper size for, and then press the 【OK】 key. When you select "1. Tray 1" or "2. Tray 2", go to step 6.**


Tray Paper Size: ◀▶/OK
1.Tray 1

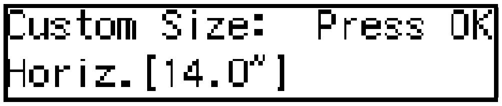
5 **If you have selected "3. Bypass" on step 4, select "Standard Size" or "Custom Size", and then press the 【OK】 key.**


Bypass ◀▶/OK
[Standard Size]

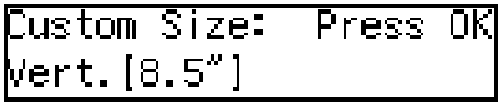
6 **Select the desired paper size.**

When you have selected "Custom Size" on step 5

❶ **Enter the horizontal size of the paper with the number keys, and then press the 【OK】 key.**


Custom Size: Press OK
Horiz.[14.0"]

❷ **Enter the vertical size of the paper with the number keys, and then press the 【OK】 key.**


Custom Size: Press OK
Vert.[8.5"]

7 **Press the 【User Tools/Counter】 key to exit from the user tools.**

4. User Tools (Copier Features)

Accessing the User Tools (Copier Features)

This section is for the key operators in charge of this machine. The user tools allow you to change or set the machine's default settings.

Preparation

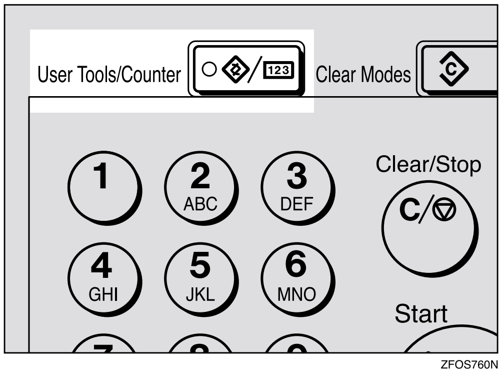
Always exit the user tools when you have finished.

Reference

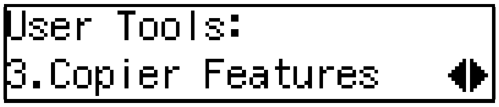
For details about how to access the system settings, see “Accessing The User Tools (System Settings)” in the System Settings manual.

For information about the Fax user tools, see the Facsimile Reference manual.

1. **Press the【User Tools/Counter】key.**

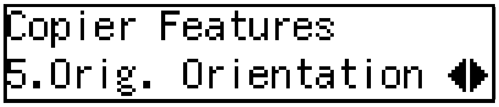


2. **Press the ◁ or ▷ key to display “3. Copier Features”, and then press the【OK】key.**



```
User Tools:
3.Copier Features   ◀▶
```

3. **Press the ◁ or ▷ key until desired User Tools menu is displayed, and then press the【OK】key.**



```
Copier Features
5.Orig. Orientation ◀▶
```

4. **Change the settings by following the instructions on the panel display, and then press the【OK】key.**

Reference

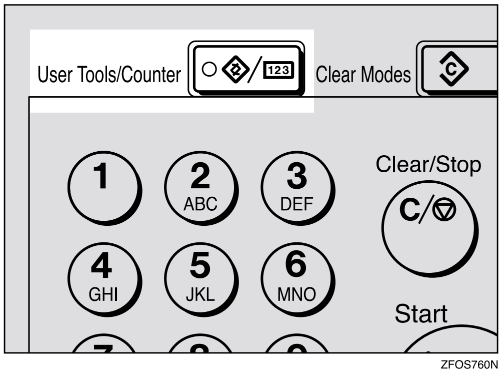
See p.56 “Settings You Can Change with the User Tools”.

Note

- ❒【OK】key: Press to make the new settings and return to the previous menu.【Cancel】key: Press to return to the previous menu without changing any data.
- ❒ The settings are not canceled even if the main power switch is turned off or the【Clear Modes】key is pressed.

Exiting the User Tools

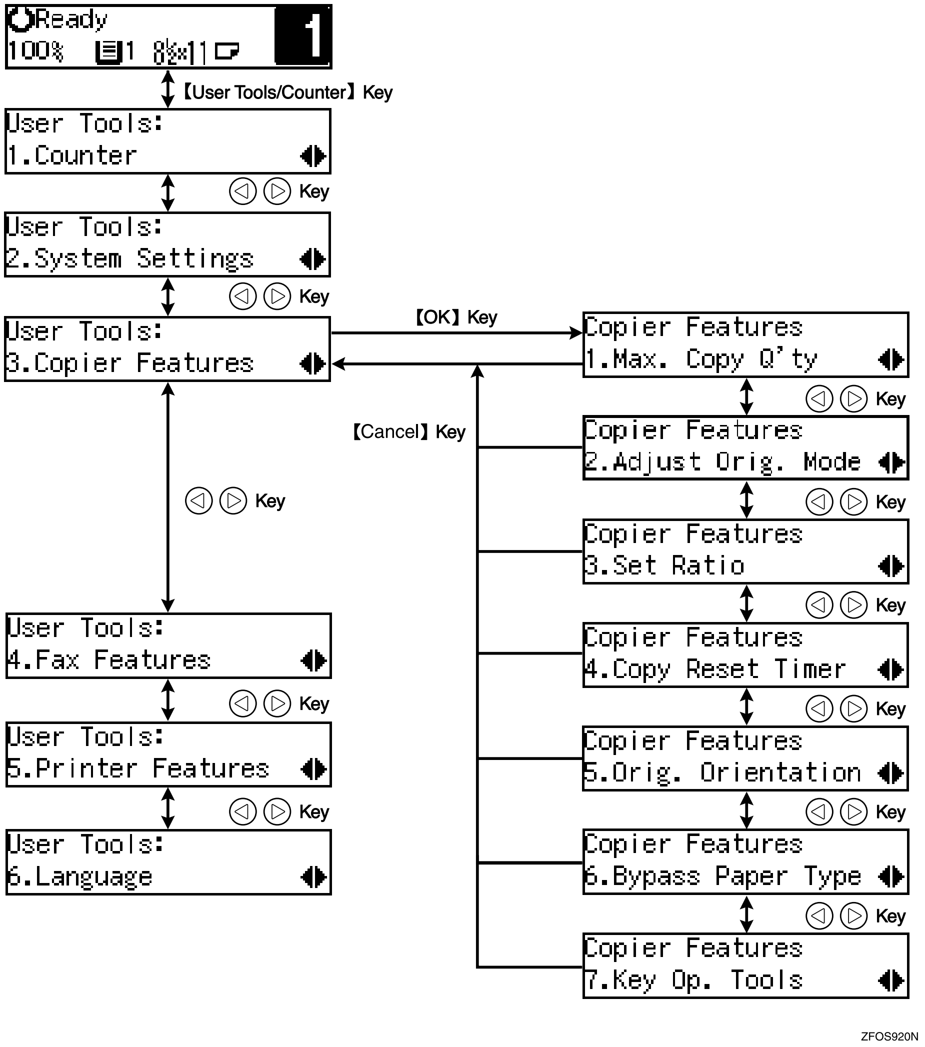
1 **Press the【User Tools/Counter】key.**


User Tools/Counter
Clear Modes
1
2 ABC
3 DEF
Clear/Stop
4 GHI
5 JKL
6 MNO
Start
ZFOS760N

Note

- ❒ You can exit the User Tools mode by pressing the **【Cancel】** key.
- ❒ If you want to return to the previous mode (copy or facsimile), press the **【User Tools/Counter】** key.

User Tools Menu (Copier Features)


Ready
100% 1 8½×11
1
【User Tools/Counter】Key
User Tools:
1.Counter
Key
User Tools:
2.System Settings
Key
User Tools:
3.Copier Features
【OK】Key
【Cancel】Key
Key
User Tools:
4.Fax Features
Key
User Tools:
5.Printer Features
Key
User Tools:
6.Language
Copier Features
1.Max. Copy Q'ty
Key
Copier Features
2.Adjust Orig. Mode
Key
Copier Features
3.Set Ratio
Key
Copier Features
4.Copy Reset Timer
Key
Copier Features
5.Orig. Orientation
Key
Copier Features
6.Bypass Paper Type
Key
Copier Features
7.Key Op. Tools
ZFOS920N

Settings You Can Change with the User Tools

Reference

For details about how to access the user tools, see p.53 “Accessing the User Tools (Copier Features)”.

Copier Features

Menu	Description
1. Maximum Copy Quantity (1. Max. Copy Q'ty)	The maximum copy quantity can be set between 1 and 99. **Note** ❒ Default: *99*
2. Adjust Original Mode	You can adjust the finish quality level of copies depending on the type of the original. You can choose these mode after selecting “1. Text” or “2. Photo”. • Text Mode 1 For normal text originals • Text Mode 2 For newspapers, originals through which the rear side is moderately visible with light text • Photo Mode 1 For text/photo images which contain mainly photo areas • Photo Mode 2 For text/photo images which contain mainly text areas • Special Mode 1 For originals with colored text and lines • Special Mode 2 For photo images • Special Mode 3 For normal text originals (when preserving the background) **Note** ❒ Default: • *1. Text: Text Mode 1* • *2. Photo: Photo Mode 1*

Menu	Description
3. Set Ratio	Select which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the **【Reduce/Enlarge】** key is pressed. **Note** ❐ Default: • *Ratio 1: 65% $8^1/_2$" × 11"→$5^1/_2$" × $8^1/_2$"* • *Ratio 2: 78% $8^1/_2$" × 14"→$8^1/_2$" × 11"* • *Ratio 3: 93%* • *Ratio 4: 129% $5^1/_2$" × $8^1/_2$"→$8^1/_2$" × 11"* • *Ratio 5: 155% $5^1/_2$" × $8^1/_2$"→$8^1/_2$" × 14"*
4. Copy Reset Timer	The machine returns to its initial condition automatically after your job is finished. When you set the time, select "1. On/Off" to "On" and then set the "2. Timer" to the desired time. The time can be selected from 10 to 999 seconds. **Note** ❐ Default: • *1. On/Off: On* • *2. Timer: 60 sec.*
5. Orig. Orientation	You can select the orientation of originals with Combine mode. **Note** ❐ Default: *Off*
6. Bypass Paper Type	You can select the type of paper for the bypass tray. **Note** ❐ Default: *Thick*
7. Key Op. Tools	If the machine is set to use the User Code function, operators must enter their user codes before the machine can operate. The machine can keep count of the number of copies made under each user code.
1. User Code Access	Specify whether to employ user codes to restrict copier users, and manage the number of copies made. **Note** ❐ Default: *Off*
2. Check Copy Counter	You can check the number of copies made under each user code.
3. Print Counter List	You can print counter lists.
4. Reset Counter	You can check the number of copies made under each user code. You can also reset each user code's counter to 0.

Menu	Description
5. Clear all User Codes (5. Clr All User Codes)	You can clear all user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code. ❒ The number of copies made under the deleted code is also deleted.
6. Reset All Counters	You can reset each user code's counter to 0.
7. Program User Code	You can register user codes. **Note** ❒ Up to 10 user codes (8 digits or less) can be registered.
8. Change User Code	You can change user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code.
9. Delete User Code	You can delete user codes. **Note** ❒ The number of copies made under the deleted code is also deleted.

5. Remarks

Do's and Don'ts

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

Important

❒ Make sure the remaining memory space is 100%, before you unplug the power cord.

❒ While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference manual.

- When you use this machine for a long time in a confined space without good ventilation, you may notice an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. This is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, copying with memory and printing continue. However, scanning of copy originals is interrupted.
- The machine might fail to produce good copy images if condensation forms inside the machine due to temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, your settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ *CAUTION:*

- *Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ *CAUTION:*

- *Before moving the equipment, be sure to pull all four handles fully out. Not doing this may result in an injury, such as getting your fingers pinched. After moving the equipment, return the four handles to their original positions.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. If the paper tray unit becomes detached from the main unit, this could cause an injury.*

⚠ *CAUTION:*

- *If you use the equipment in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F), humidity 54% at 32°C, 89.6°F
- Humidity: 15 – 80%, temperature 27°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia such as diazo copy machines.
- Places where the machine might be subjected to frequent, strong vibrations.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ ***WARNING:***

- ***Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ ***WARNING:***

- ***Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.***

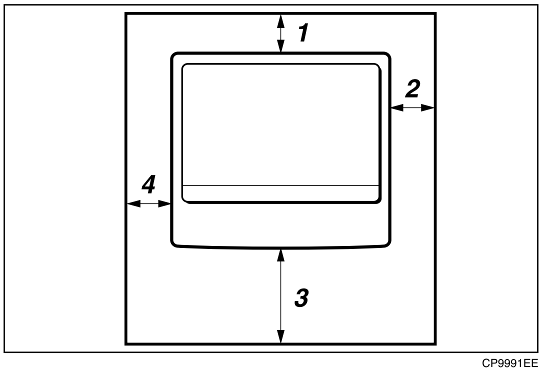
⚠ ***CAUTION:***

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- When the main switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

Access to Machine

Place the machine near the power source, providing clearance as shown.



1. **Rear: more than 1cm (0.4")**
2. **Right: more than 1cm (0.4")**
3. **Front: more than 75cm (29.6")**
4. **Left: more than 1cm (0.4")**

Note

❒ For information about required space when options are installed, please contact your service representative.

Maintaining Your Machine

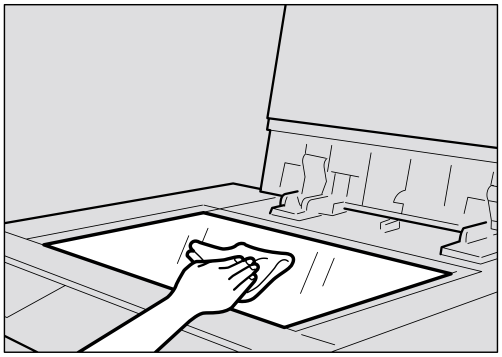
If the exposure glass, exposure glass cover or document feeder (ADF) white sheet is dirty, clean them if you find them dirty.

❖ **Cleaning the machine**
Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

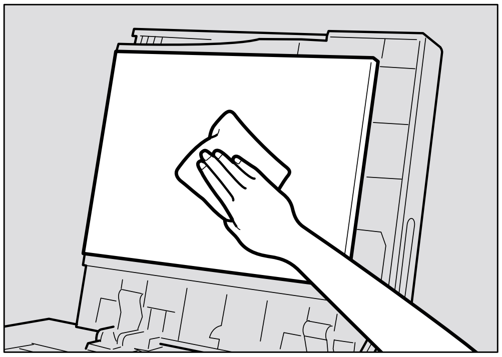
Important

- ❒ Do not use chemical cleaner or organic solvent such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- ❒ Do not clean parts other than those specified on this page. Such parts should be cleaned by your service representative.

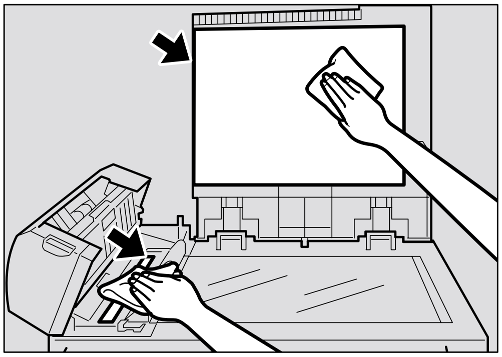
Cleaning the Exposure Glass



Cleaning the Exposure Glass Cover



Cleaning the Document Feeder (ADF)



6. Specifications

Mainframe

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC drum (Φ30)

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll system

❖ **Resolution:**
600dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
Less than 20 seconds (20°C, 68°F)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**

- Exposure glass: A4▭, 8$^{1}/_{2}$" × 11"▭
- Document feeder (ADF): A4▭, 8$^{1}/_{2}$" × 14"▭

❖ **Copy paper size:**

- Paper tray: A4▭, A5▯, 8$^{1}/_{2}$" × 11"▭, 5$^{1}/_{2}$" × 8$^{1}/_{2}$"▯
- Bypass tray: A4▭, A5▯▭, 8$^{1}/_{2}$" × 11"▭, 5$^{1}/_{2}$" × 8$^{1}/_{2}$"▯▭, 8$^{1}/_{2}$" × 14"▭, 8" × 13"▭, 8$^{1}/_{2}$" × 13"▭, 8$^{1}/_{4}$" × 13"▭, 8$^{1}/_{4}$" × 14"▭

- Bypass tray (custom size):
  Vertical: 90 – 216mm, 3.5" – 8.5"
  Horizontal: 140 – 356mm, 5.5" – 14"
- Paper tray unit: A4□, $8^{1}/_{2}$" × 14"□, $8^{1}/_{2}$" × 13"□, $8^{1}/_{4}$" × 14"□, $8^{1}/_{4}$" × 13"□, $8^{1}/_{2}$" × 11"□

❖ Copy paper weight:

- Paper tray (Standard size): 60 – 90g/m^2 (16 – 24 lb.)
- Bypass tray: 60 – 157g/m^2 (16 – 42 lb.)
- Paper tray unit: 60 – 90g/m^2 (16 – 24 lb.)

❖ Non-reproduction area:

- Leading edge: 3 ± 2mm, 0.14" ± 0.08"
- Trailing edge: 3 ± 2mm, , 0.14" ± 0.08"
- Left edge: 2 ± 1.5mm, , 0.08" ± 0.07"
- Right edge: more than 0.5mm, 0.02"

❖ First copy time:

8 seconds or less
(A4□, $8^{1}/_{2}$" × 11"□ 100%, placing an original on the exposure glass, feeding from the paper tray)

❖ Copying speed:

- 13 copies/minute (A4□, $8^{1}/_{2}$" × 11"□, feeding from the paper tray or the optional paper tray unit)

❖ Reproduction ratio:

Preset reproduction ratios:

--	**Metric version**	**Inch version**
Enlargement	200%	155%
	141%	129%
Full Size	100%	100%
Reduction	93%	93%
	71%	78%
	50%	65%

Zoom: from 50% to 200% in 1% step.

❖ Continuous copying count:

1 – 99 copies

❖ Copy paper capacity:

250 sheets (80g/m^2, 20 lb)

❖ Power consumption:

	Mainframe only	**Full system** [*1]
Warm up	About 890W	About 890W
Stand-by	About 90Wh	About 100Wh
During printing	About 480Wh	About 480Wh
Maximum	Less than 1,000W	Less than 1,000W

[*1] Mainframe with the optional document feeder (ADF), paper tray unit.

❖ Dimensions (W × D × H up to exposure glass):

- Type 1: 468 × 450 × 371mm (18.43 × 17.72 × 14.61 inch)
- Type 2: 468 × 450 × 461mm (18.43 × 17.72 × 18.15 inch)

❖ Noise Emission [*1] :

- Sound power level

	Mainframe only	**Complete System** [*3]
Stand-by	40.0dB (A)	40.0dB (A)
During printing	62.0dB (A)	66.0dB (A)

- Sound pressure level [*2]

	Mainframe only	**Complete System** [*3]
Stand-by	27.0dB (A)	27.0dB (A)
During printing	54.0dB (A)	54.0dB (A)

[*1] The above measurements made in accordance with ISO 7779 are actual value.
[*2] It is measured at the position of the operator.
[*3] The Complete System consists of mainframe with full options.

❖ Weight:

- Type 1: Approx. 20kg (44.09 lb.)
- Type 2: Approx. 23kg (50.7 lb.)

Note

❒ Specifications are subject to change without notice.

Document Feeder (ADF) (Option for Type 1)

❖ Mode:

- ADF mode

❖ Original size:

- A4▭ – A5▯▭
- $8^1/_2$" × 14"▭ – $5^1/_2$" × $8^1/_2$"▯▭

❖ Original weight:

- 1-sided originals: 52 – 105g/m^2 (14 – 28 lb.)

❖ Number of originals to be set:

- 30 sheets (80g/m^2, 20 lb.)

❖ Maximum power consumption:

- less than 50W (power is supplied from the main frame.)

❖ Dimensions (W × D × H):

- 110 × 360 × 95mm (4.3 × 14.2 × 3.8 inch)

❖ Weight:

- Approx. 2kg, (4.4 lb.)

Note

❒ Specifications are subject to change without notice.

Paper Tray Unit (Option)

❖ **Copy paper weight:**
60 – 90g/m^2 (16 – 24 lb.)

❖ **Available paper size:**
A4▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 14"▭, $8^{1}/_{4}$" × 13"▭, $8^{1}/_{2}$" × 11"▭

❖ **Maximum power consumption:**
15W (power is supplied from the main frame.)

❖ **Paper capacity:**
500 sheets (80g/m^2, 20 lb)

❖ **Dimensions (W × D × H):**
430 × 414 × 140mm (17.0 × 16.3 × 5.6 inch)

❖ **Weight:**
Approx. 6kg (13.3 lb.)

Note

- Specifications are subject to change without notice.
- For details about the optional anti-condensation heater, contact your service representative.

32MB Copier Memory Unit (Option)

❖ **Memory capacity:**
32MB

❖ **Additional functions:**
Increased memory capacity

❖ **Number of originals that can be stored: about 99 pages**
ITU-T No.4 chart

INDEX

32MB Copier Memory Unit, 3, 70

A

Access to Machine, 62
Adjusting Copy Image Density, 23
Adjust Original Mode, 56
Auto Off, 18
Auto Start, 31

B

Basic Functions, 23
Bypass Paper Type, 57
Bypass tray, 2

C

Changing the Paper Size, 48
Changing the Toner Cartridge, 44
Clearing Misfeeds, 46
Combination Chart, 37
Combine, 35
Control panel, 2, 4
Copy display, 6
Copying from the Bypass Tray, 27
Copy key, 4
Copy Paper, 12
Copy Reset Timer, 57

D

Document feeder (ADF), 3, 20, 63, 68
Do's and Don'ts, 59

E

Exposure glass, 1, 10, 11, 19, 63
Exposure glass cover, 1, 63

F

Facsimile key, 4, 9
Front cover, 2

I

Internal tray, 1

K

Key Op. Tools, 57

L

Loading Paper, 42

M

Machine Environment, 60
Mainframe, 65
Main Power indicator, 1
Main power switch, 1, 7
Maintaining, 63
Maximum copy quantity, 56
Message, 39

O

On indicator, 2
Operation switch, 2, 7
Options, 3
Originals, 10, 19
Original Type, 23
Orig.Orientation, 57
Other Functions, 31

P

Panel Display, 6
Paper tray, 2
Paper tray unit, 2, 3, 69
Power Connection, 61
Preset Reduce/Enlarge, 32
Printer key, 4

R

Remarks, 59
Right cover, 2

S

Safety Information, i
Selecting an Original Type, 23
Selecting Copy Paper, 24
Set Ratio, 57
Sort, 25
Specification, 65
System Reset, 17

T

Toner, 15

U

User Codes, 31
User Tools, 53

V

Ventilation hole, 1

Z

Zoom, 34

MEMO

MEMO

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=24 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 0 mm

Type for 2513/2513f/1302/1302f/5613/5613F/Aficio 1013/1013F
Printed in China
UE (USA) B045-8607

2513/2513f
1302/1302f
5613/5613F
Aficio™ **1013/1013F**

Operating Instructions
System Settings

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=24 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 0 mm

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.2 *“Machine Types”*.)

- Type 1: No fax function installed
- Type 2: Fax function installed

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” in the Copy Reference manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

⏻ means STAND BY.

ENERGY STAR Program

ENERGY STAR®

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode
  This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Low Power mode, see “4. Energy Saver Timer” on p.16 “System Settings”.
- Sleep mode (Fax or printer installed)
  If the fax or printer features are installed, this product automatically lowers its power consumption even further 30 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Sleep mode, see “6. Auto Off Timer” on p.16 “System Settings”
- Auto Off mode (Copier only)
  To conserve energy, this product automatically turns off 30 minutes after the last copying or printing job has completed. If you wish to make copies when the machine is in Auto Off mode, press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Auto Off mode, see “6. Auto Off Timer” on p.16 “System Settings”.

Specification

		Copier only	Fax or printer installed
Low Power mode	Power consumption	50 Wh	60 Wh
	Default interval	15 minutes	15 minutes
	Recovery time	10 seconds	10 seconds
Sleep mode	Power consumption	-	20 Wh
	Default interval	-	30 minutes
	Recovery time	-	20 seconds
Auto Off mode	Power consumption	less than 2 Wh	-
	Default interval	30 minutes	-
	Recovery time	20 seconds	-

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

【 】

Keys built into the machine's operation panel.

TABLE OF CONTENTS

Manuals for This Machine 1

Machine Types 2

Additional Functions Provided by Internal Options 3

- Copy Mode 3
- Facsimile Mode (Option for Type 1) 3
- Printer Mode (Option) 3

1. Modes

Changing Modes 5

Multi-access 6

Copy Mode 8

- Changing to Copy Mode 8

Facsimile Mode 9

- Changing to Facsimile Mode 9
- Sending a Fax 9
- Printing a Received Fax 9

Printer Mode 10

- Changing to Printer Mode 10
- Printing 10

2. User Tools (System Settings)

Keys for User Tools (System Settings) 11

Accessing the User Tools (System Settings) 13

- Exiting from the User Tools 14
- Printing the Counter Value 14

User Tools Menu (System Settings) 15

Settings You Can Change with the User Tools 16

- System Settings 16

INDEX 19

Manuals for This Machine

This is a multi-functional machine combining copier, printer and fax functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

❖ **System Settings**

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **Copy Reference**

Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining two originals onto one copy.

❖ **Facsimile Reference Basic Features (Option for Type 1)**

Explains the most frequently used facsimile functions and operations.

❖ **Facsimile Reference Advanced Features (Option for Type 1)**

Describes more advanced facsimile functions and also explains settings for key operations.

❖ **Printer Reference 1 (Option)**

Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2 (Option)**

Describes the procedures and provides necessary information about using this machine as a printer.

❖ **Network Interface Board Quick Configuration Guide (Option)**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **PS Level 2 Emulation Type 2 Operating Instructions Supplement (Option)**

Describes the menus and features you can set using the PostScript printer driver.

❖ **Network Interface Board Type 2 Owner's Manual (Option)**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **Unix Supplement (Option)**

Provides information about setting up and using the printer in a UNIX environment.

Machine Types

This machine has two models. Type 2 machine is installed with the fax unit as a standard.

	Type 1	**Type 2**
Fax unit	Option	Standard
Printer unit	Option	Option

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions and printer functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining two originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions.

Options for Memory Expansion

❖ **32MB copier memory unit**
Increases memory capacity.

Facsimile Mode (Option for Type 1)

You can send and receive fax messages in facsimile mode.

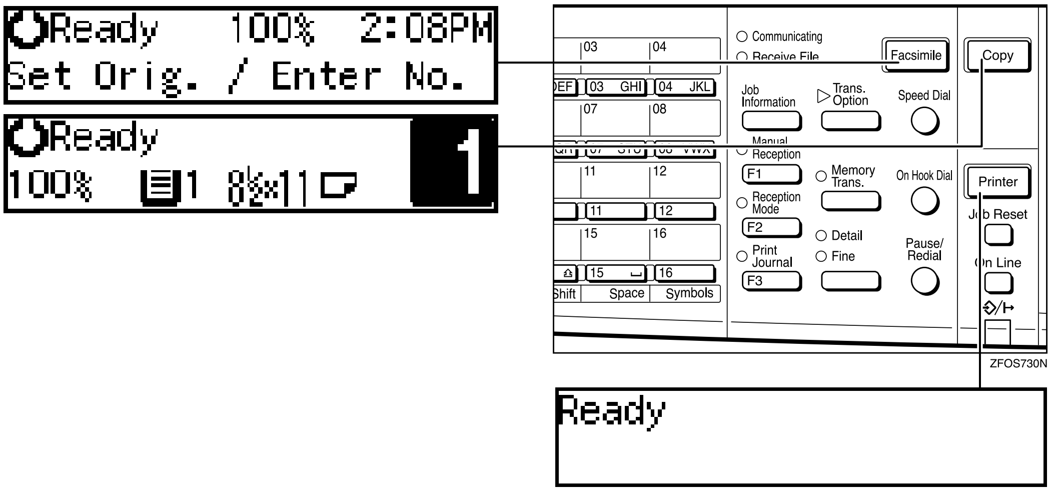
Printer Mode (Option)

You can use this machine as a printer when you install the optional printer controller.

1. Modes

Changing Modes

Press the **【Copy】**, **【Facsimile】** or **【Printer】** key to switch to copy, fax or printer mode respectively.


Ready 100% 2:08PM
Set Orig. / Enter No.
Ready
100% 1 8½x11
1
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Speed Dial
Manual Reception
F1
Memory Trans.
On Hook Dial
Printer
Reception Mode
F2
Job Reset
Detail
Print Journal
Fine
Pause/ Redial
On Line
F3
Shift
Space
Symbols
ZFOS730N
Ready

Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During On Hook dialing for fax transmission.
- During Energy Saver mode.

Multi-access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-access.

Sample operations

For details on operations under other conditions, contact your service representative

Mode before you select		Copy		Facsimile								Printer				
	Mode after you select	Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Copy	Operating	—	—	❍	☆	☆	☆	❍	☆	☆	❍	❍	☆	☆	☆	❍
	Copying	—	—	×	☆	☆	→	×	☆	→	×	×	☆	→	×	×
	Stopping	—	—	❍	☆	☆	→	❍	☆	→	❍	❍	☆	→	☆	❍
	While using the external hand set	—	☆	❍	×	×	☆	❍	☆	☆	❍	❍	☆	☆	☆	❍
Facsimile	Operating	❍	❍	—	☆	☆	☆	❍	☆	☆	❍	❍	☆	☆	☆	×
	Scanning an original for Memory Transmission	×	×	—	☆	☆	☆	×	☆	☆	×	×	☆	☆	×	×
	Memory Transmission	☆	☆	☆	→	—	☆	☆	—	☆	☆	☆	☆	☆	☆	☆
	Immediate Transmission	×	×	—	→	—	☆	×	—	☆	×	×	☆	☆	×	×
	Memory Reception	☆	☆	☆	→	—	☆	☆	—	☆	☆	☆	☆	☆	☆	☆
	Automatically printing received data	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	→	☆	☆
	Manually printing received data	×	×	—	☆	☆	→	—	☆	→	—	×	☆	→	×	×
	Immediate Reception	☆	☆ *1	☆	→	—	→	×	—	→	×	☆	☆	→	☆	☆

Mode after you select Mode before you select		Copy		Facsimile								Printer				
		Copy stand-by mode	Copying	Facsimile stand-by mode	Memory Transmission	Memory Reception	Automatically printing received data	Manually printing received data	Manual Reception Operation	Automatically printing reports/lists	Manually printing reports/lists	Printer stand-by mode	Receive Data	Printing	User Tools (Counter)	User Tools (Copy, Facsimile or Printer)
Facsimile	Automatically printing reports/lists	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	→	☆	☆
	Manual printing reports/lists	×	×	—	☆	☆	→	—	☆	→	—	×	☆	→	×	×
	While using the external hand set	☆	☆	☆	→	—	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Printer	Operating	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆	☆
	Receive Data	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	—	☆	☆	☆
	Printing	☆	→	☆	☆	☆	→	×	☆	→	×	☆	☆	—	☆	☆
	While using the external hand set	☆	☆	☆	→	—	☆	❍	☆	☆	❍	—	☆	☆	☆	×
Accessing User Tools		×	×	×	☆	☆	☆	—	☆	☆	—	×	☆	☆	—	—

☆…means that these functions can be used together.

❍…means that you can interrupt the current job with function keys to proceed to a subsequent job.

→…means that another job will automatically start after the current job is finished.

×…means that you must manually start another job after the current job is finished (i.e. these functions cannot be used together).

[*1] The Facsimile switches to Memory Reception and operates simultaneously.

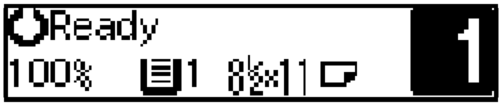
Copy Mode

Changing to Copy Mode

You can always make a copy when the machine is not printing or scanning fax data.

1 Press the 【Copy】 key.

The copy display appears on the panel display.



```
Ready
100%   1  8½x11           1
```

Reference

For details, see the Copy Reference manual.

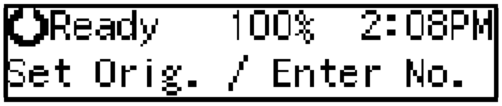
Facsimile Mode

Changing to Facsimile Mode

You can always use the machine for faxing when you are not using the scanner function.

1 Press the 【Facsimile】 key.

The fax display appears on the panel display.



```
Ready    100%   2:08PM
Set Orig. / Enter No.
```

Note

❒ The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not to switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the Facsimile Reference manual.

Sending a Fax

Sending a fax while copying

1 Press the 【Facsimile】 key to switch to the fax display.

Note

❒ When you press the 【Facsimile】 key while scanning originals or sorting in Copy mode, remove any originals of your copy job.

2 Complete the usual operations for sending a fax, and then press the 【Start】 key.

3 After the transmission has finished, press the 【Copy】 key.

4 Reset the copy job originals, and then press the 【Start】 key.

The machine resumes the interrupted copy run.

Sending a fax while printing

1 Press the 【Facsimile】 key to switch to the fax display.

2 Complete the usual operations for sending a fax, and then press the 【Start】 key.

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode.

Printer Mode

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to Printer mode.

Reference

For details, see the Printer Reference manual.

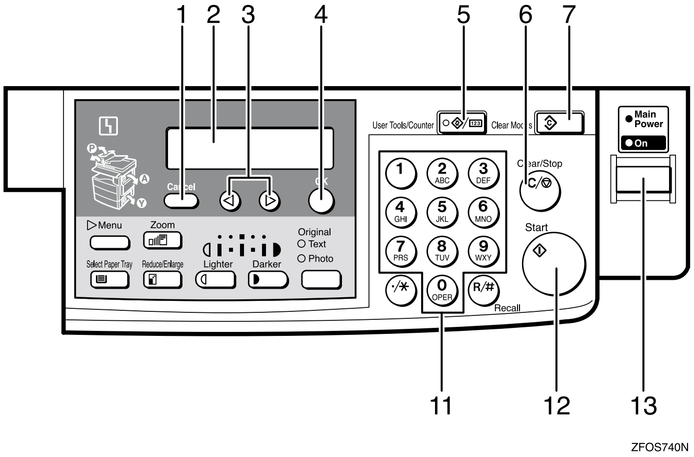
Printing

The machine can receive a print data while another feature is running.

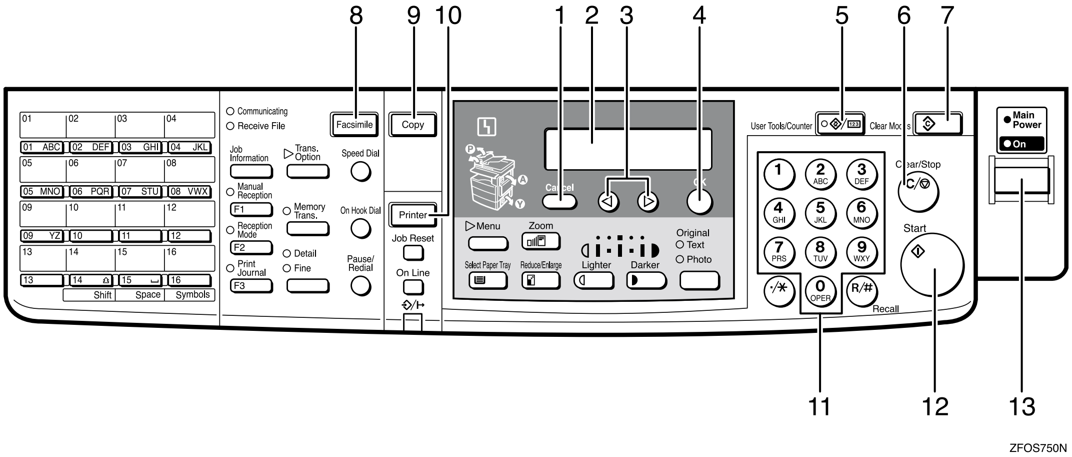
2. User Tools (System Settings)

Keys for User Tools (System Settings)

❖ When the machine has the copier feature only


1
2
3
4
5
6
7
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Clear/Stop
Start
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Recall
11
12
13
ZFOS740N

❖ When the machine has the printer and/or fax feature


8
9
10
1
2
3
4
5
6
7
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Speed Dial
Manual Reception
Memory Trans.
On Hook Dial
Reception Mode
Detail
Print Journal
Fine
Pause/Redial
Printer
Job Reset
On Line
Shift
Space
Symbols
User Tools/Counter
Clear Modes
Main Power
On
Cancel
OK
Clear/Stop
Start
Menu
Zoom
Original
Text
Photo
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Recall
11
12
13
ZFOS750N

1. 【Cancel】 key

Press to return to the previous menu.

2. Panel display

Shows operation status, error messages and function menu.

3. ◁ or ▷ key (Cursor keys)

Press to display the previous/next menu or select an item on the panel display.

4. 【OK】 key

Press to make the new settings and return to the previous menu.

5. 【User Tools/Counter】 key

See p.13 “Accessing the User Tools (System Settings)”.

6. 【Clear/Stop】 key

Press to delete a number you have entered or to stop copying.

7. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

8. 【Facsimile】 key (Fax installed machine only)

Press to use facsimile functions.

9. 【Copy】 key

Press to use copy functions.

10. 【Printer】 key (Printer installed machine only)

Press to use printer functions.

11. Number keys

Use to enter a numeric value.

12. 【Start】 key

Press to start copying or faxing.

13. Operation switch

Press this switch to turn the power on or return from the Low Power mode, the Sleep mode or the Auto Off mode. To turn the power off, press this switch again.

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

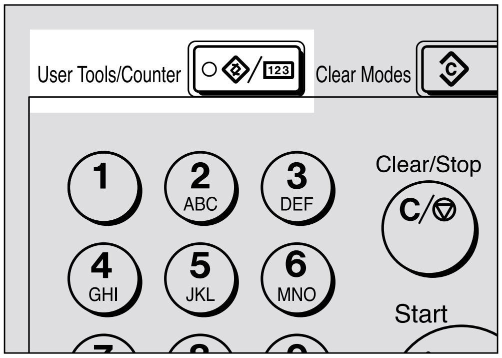
After using the user tools, be sure to return to Copy mode.

The settings are not canceled even if the main power switch is turned off or the 【Clear Modes】 key is pressed.

Reference

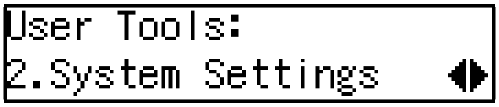
For information on Copy, Fax, and Printer User Tools, see the appropriate reference manual.

1 **Press the 【User Tools/Counter】 key.**



The User Tools Main Menu appears.

2 **Press the ◁ or ▷ key until "2.System Settings" is displayed, and then press the 【OK】 key.**

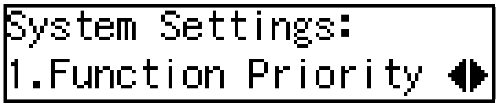


```
User Tools:
2.System Settings ◀▶
```

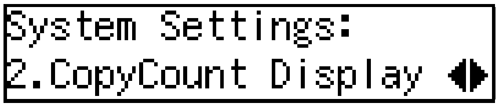
Note

- ❒ To view the total number of prints made by the machine, see p.14 "Printing the Counter Value".
- ❒ To switch the display language, select "6. Language" and then press the 【OK】 key. Press the ◁ or ▷ key until your desired language is displayed, and then press the 【OK】 key.

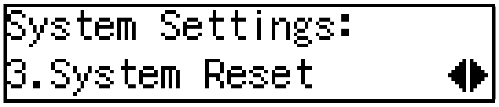
3 **Press the ◁ or ▷ key until your desired menu is displayed, and then press the 【OK】 key.**



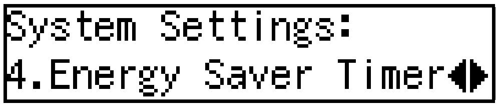
```
System Settings:
1.Function Priority ◀▶
```



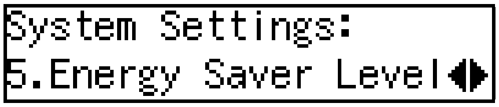
```
System Settings:
2.CopyCount Display ◀▶
```



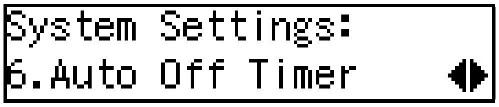
```
System Settings:
3.System Reset ◀▶
```



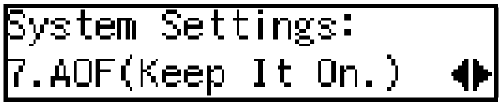
```
System Settings:
4.Energy Saver Timer◀▶
```



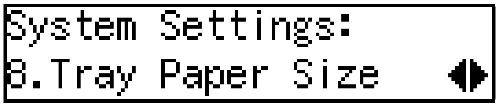
```
System Settings:
5.Energy Saver Level◀▶
```



```
System Settings:
6.Auto Off Timer ◀▶
```

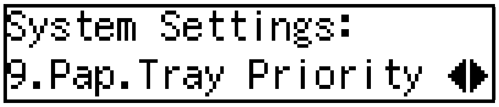


```
System Settings:
7.ADF(Keep It On.) ◀▶
```



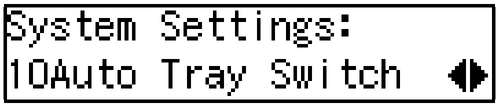
```
System Settings:
8.Tray Paper Size ◀▶
```

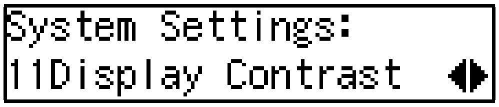
*1

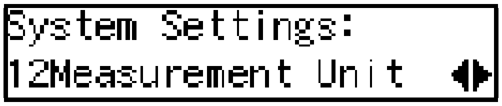


```
System Settings:
9.Pap.Tray Priority ◀▶
```

*1


System Settings:
10Auto Tray Switch ◀▶


System Settings:
11Display Contrast ◀▶


System Settings:
12Measurement Unit ◀▶

*1 Displays when the optional paper tray unit is equipped with your machine.

Note

- ❒ ▷: Press to go to the next menu.
- ❒ ◁: Press to go back to the previous menu.

Reference

p.15 "User Tools Menu (System Settings)"

4 Change the settings by following the instructions on the panel display, and then press the 【OK】 key.

Reference

p.16 "Settings You Can Change with the User Tools"

Note

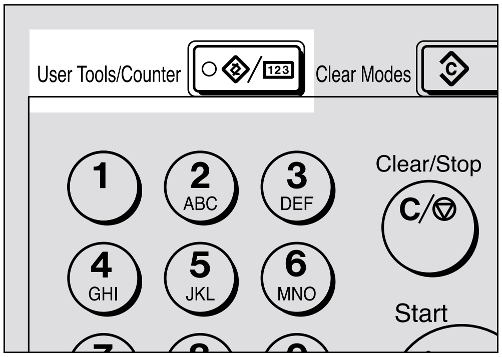
- ❒ 【OK】: Press to make the new settings and return to the previous menu.
- ❒ 【Cancel】: Press to return to the previous menu without changing any data.

Exiting from the User Tools

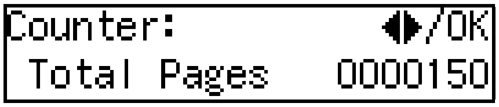
1 After changing the user tools settings, press the 【User Tools/Counter】 key.

Printing the Counter Value

1 Press the 【User Tools/Counter】 key.

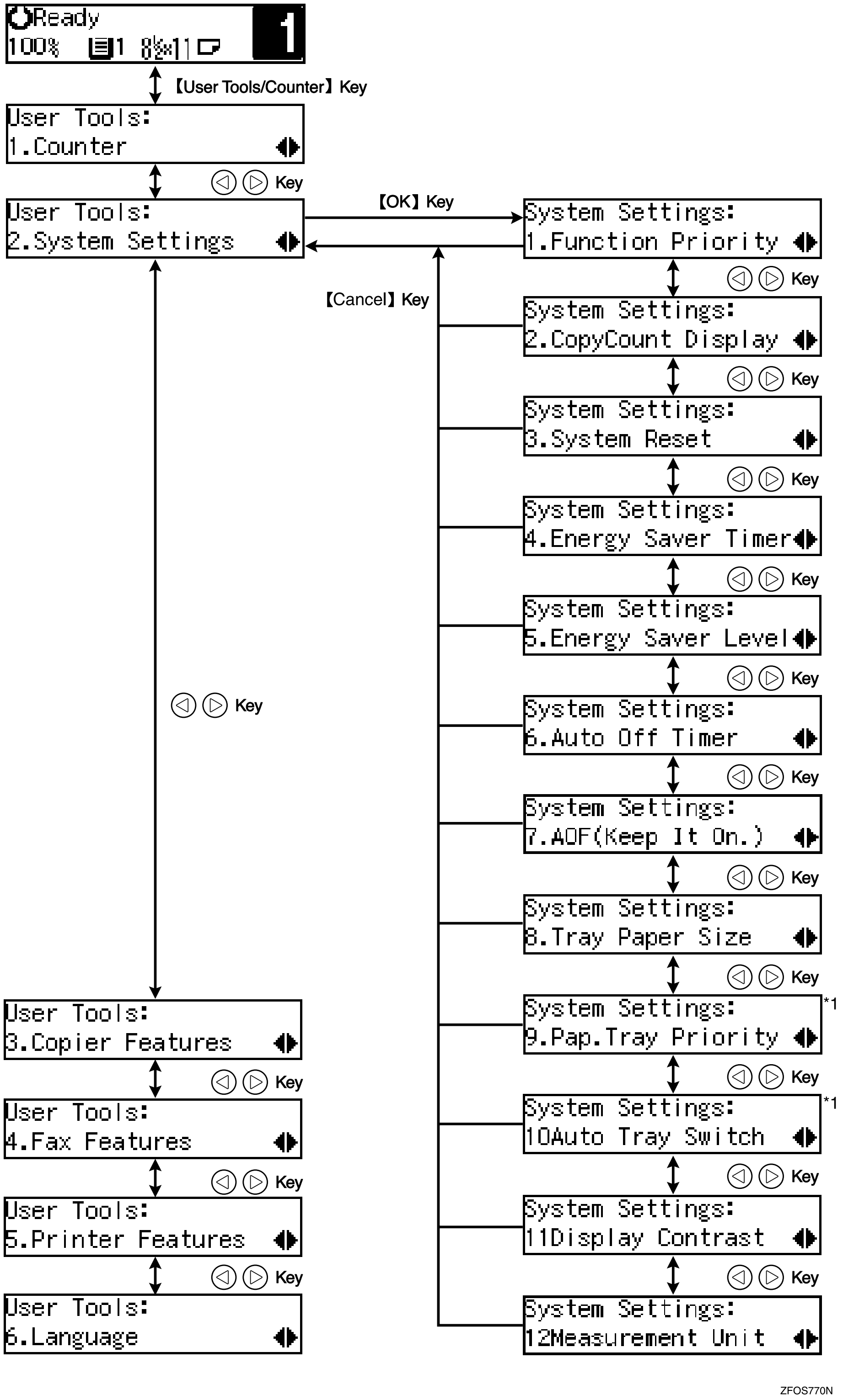


2 Make sure "1.Counter" is displayed, and then press the 【OK】 key to view the total number of pages.


Counter: ◀▶/OK
Total Pages 0000150

3 Press the 【Start】 key.

User Tools Menu (System Settings)


Ready
100% 1 8½×11 1
【User Tools/Counter】Key
User Tools:
1.Counter
Key
User Tools:
2.System Settings
【OK】Key
【Cancel】Key
System Settings:
1.Function Priority
Key
System Settings:
2.CopyCount Display
Key
System Settings:
3.System Reset
Key
System Settings:
4.Energy Saver Timer
Key
System Settings:
5.Energy Saver Level
Key
System Settings:
6.Auto Off Timer
Key
System Settings:
7.AOF(Keep It On.)
Key
System Settings:
8.Tray Paper Size
Key
System Settings:
9.Pap.Tray Priority
*1
Key
System Settings:
10Auto Tray Switch
*1
Key
System Settings:
11Display Contrast
Key
System Settings:
12Measurement Unit
Key
User Tools:
3.Copier Features
Key
User Tools:
4.Fax Features
Key
User Tools:
5.Printer Features
Key
User Tools:
6.Language
ZFOS770N

---

[1] Displays when the optional paper tray unit is equipped with your machine.

Settings You Can Change with the User Tools

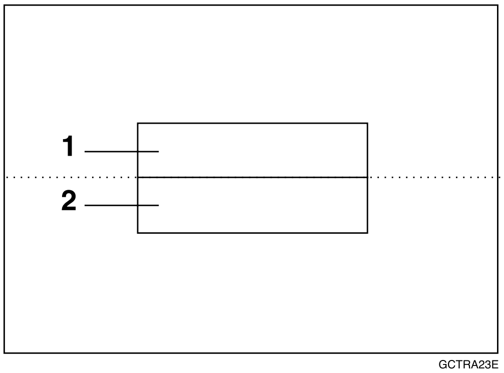
Reference

For details about how to access the user tools, see p.15 "User Tools Menu (System Settings)".

System Settings

Menu	Description
1. Function Priority	You can specify the mode (Copier or Fax) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❒ Default: *Copier*
2. CopyCount Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up*
3. System Reset	The machine returns to its prioritized mode automatically after your job is finished. This function is called "System Reset". When you set the time, select "1. On/Off" to "On", and then set "2. Timer" to the desired time. The time can be set from 10 to 999 seconds. **Note** ❒ Default: On (*60 seconds*) ❒ You can specify the prioritized mode with the user tools. See "1. Function Priority".
4. Energy Saver Timer	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. In Low Power mode, power consumption is reduced by 5% compared with Standby mode. **Note** ❒ Default: *15 minutes* ❒ Energy Saver might not be effective when an error message is displayed. ❒ When the machine receives a fax or printer data in Energy Saver mode, it automatically prints the fax or the printer data.

Menu	**Description**
5. Energy Saver Level	You can select the Energy Saver level. ❖ **Level 1** • Power Consumption: Reduced by about 5% compared to standby mode. • Warm-Up Time: about 5 seconds ❖ **Level 2** • Power Consumption: Reduced by about 40% compared to standby mode. • Warm-Up Time: about 10 seconds ❖ **Level 3** • Power Consumption: Reduced by about 80% compared to standby mode. • Warm-Up Time: about 20 seconds **Note** ❒ Default: *Level 2*
6. Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time is up. This function is called "Auto Off ". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *30 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on. ❒ When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or printer data.
7. AOF(Keep It On.)	**Note** ❒ For details about this function, contact your service representative.
8. Tray Paper Size	Select the size of the paper set in the paper tray. **Reference** See "Changing the Paper Size" in the Copy Reference manual.

Menu	**Description**
9. Pap.Tray Priority (for Copy mode only)	When the optional paper tray unit is equipped with your machine, you can select a default paper tray in the following conditions: • When the operation switch is turned on. • When the **【Clear Modes】** key is pressed. • When the Copy Reset Timer comes into effect.  1: Tray 1 2: Tray 2 (optional paper tray unit) **Note** ❒ Default: *Tray 1*
10Auto Tray Switch (for Copy mode only)	If you load paper of the same size and direction in two trays, the machine automatically switches to another tray when the tray in use runs out of paper. You can set or cancel this setting. The optional paper tray unit is required to use this setting. **Note** ❒ Default: *On*
11Display Contrast	You can adjust the brightness of the panel display.
12Measurement Unit	You can select the unit of measurement. **Note** ❒ Default: *inch*

INDEX

A

AOF(Keep It On.), 17
Auto Off Timer, 17
Auto Tray Switch, 18

C

Clear Modes key, 11
Clear/Stop key, 11
Contrast, 18
Copy Count Display, 16
Copy Mode, 3, 8
Cursor keys, 11

E

Energy Saver Level, 17
Energy Saver Timer, 16

F

Facsimile Mode, 3, 9
Function Priority, 16

K

Keys for User Tools (System Settings), 11

M

Measurement Unit, 18
Modes, 5
Multi-access, 6

N

Number keys, 12

O

OK key, 11
Operation switch, 12

P

Panel display, 11
Paper Tray Priority, 18
Printer Mode, 3, 10

S

Start key, 12
System Reset, 16

T

Tray Paper Size, 17

U

User Tools/Counter key, 11
User Tools (System Settings), 11

MEMO

Operating Instructions

Facsimile Reference <Basic Features>

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

NOTICE

⚠ CAUTION:

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

For this machine, TTI is called FAX HEADER.

Important Safety Instructions

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

Certalnes mesures de sécurité doivent être prises pendant l'utilisation de matérial téléphonique afin de réduire les risques d'incendle , de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une balgnoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un apparell sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fulte de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux ègrlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

【　】
Keys built into the machine's operation panel.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

❖ Chapter 1 Transmission Options

Explains about sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges.

❖ Chapter 2 Job Information

Explains about erasing a fax message stored in memory and checking the contents of any files in memory.

❖ Chapter 3 Other Transmission Features

Explains about useful features for transmission. You can find out about dialing numbers easily.

❖ Chapter 4 Reception Features

Explains about reception features. You can find out about screening out message from anonymous senders.

❖ Chapter 5 Facsimile User Tools

Explains about programming frequently used functions for User Function Key and setting the Date and Time.

❖ Chapter 6 Key Operator Settings

Explains about functions the key operator handles . You can find out how to change the user parameter settings.

❖ Chapter 7 Troubleshooting

Explains about things you should do when an Error Report is printed and power is turned off.

❖ Chapter 8 Appendix

You can check the specifications for this machine.

TABLE OF CONTENTS

1. Getting Started

Machine Types 1

Guide to Components 2
- Front View 2
- Side View 3

Control Panel 4

Starting the Machine 6
- Turning On the Power 6
- Turning Off the Power 7

Changing Modes 8

Reading the Display 9
- Reading the Display and Using Keys 9
- Standby Display 10
- Communication Display 10
- Display Prompts 10

2. Faxing

Transmission Modes 11
- Switching between Memory Transmission and Immediate Transmission 12

Setting Originals 13
- Placing a Single Original on the Exposure Glass 14
- Loading Originals in the Document Feeder 14
- Original Sizes Difficult to Detect 15

Memory Transmission 16

Canceling a Memory Transmission 19
- Before the Start Key is Pressed 19
- While the Original is Being Scanned 19
- During Transmission 19
- While the Original is Awaiting Transmission 20

Immediate Transmission 21

Canceling an Immediate Transmission 23
- Before the Start key is Pressed 23
- After the Start key is Pressed 23

Scan Settings 24
- Resolution 24
- Original Type 25
- Image Density (Contrast) 25

Dialing 26
- Entering Numbers Directly 26
- Using Quick Dials 27
- Using Speed Dials 28
- Using Groups 29

Reception Modes 31
Selecting the Reception Mode 31

3. Registering

Own Name/Fax Header/Own Fax Number 33
Registering 34
Editing 35
Deleting 36
Quick Dial 38
Registering 38
Editing 40
Deleting 41
Quick Dial Key Label (Dial label) 42
Speed Dial 44
Registering 44
Editing 46
Deleting 47
Groups 49
Registering 49
Editing 52
Deleting 55
Entering Characters 59
Available Characters 59
Keys 59
How to Enter Characters 60

4. Troubleshooting

Adjusting Volume 61
Error Messages 63
When the 【Facsimile】 key is Lit in Red 64
When the Receive File Indicator is Lit 65
Solving Problems 66
INDEX 67

1. Getting Started

Machine Types

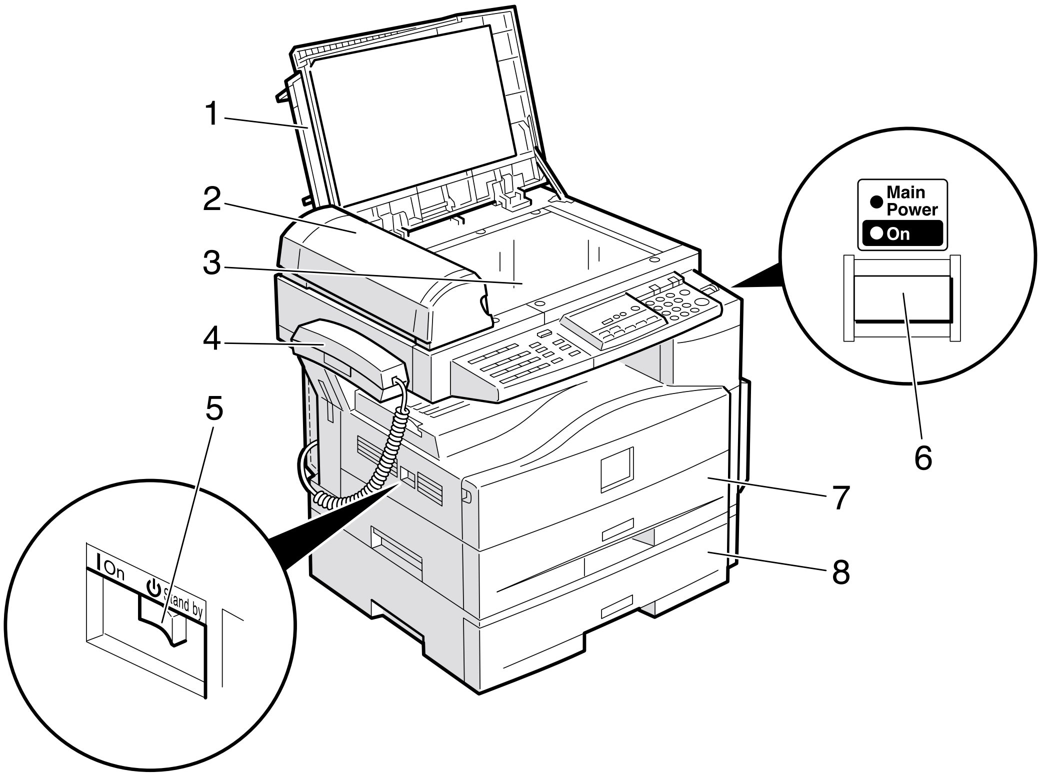
This machine comes in three models.

	Model A	Model B	
	Type1	Type1	Type2
Copy Speed	12 copies/minute (A4, $8^1/_2$"×11")	13 copies/minute (A4, $8^1/_2$"×11")	13 copies/minute (A4, $8^1/_2$"×11")
Paper Capacity for Bypass Tray	1 sheet	100 sheets	100 sheets
Paper Tray Unit	Not available	Option	Option
Fax Unit	Option	Option	Standard
Document Feeder	Option	Option	Standard

Guide to Components

Front View

Following illustration is for Model B.



1. Exposure Glass Cover

Lower the Exposure Glass Cover over originals placed on the exposure glass.

2. Document Feeder (ADF) (Option for Type1)

Originals will be fed automatically.

3. Exposure Glass

Place the original face down on the upper left corner of the exposure glass, aligning the upper left corner with the reference mark. Close the exposure glass cover when you set a document on the exposure glass.

4. Handset (Option)

This permits voice communication.

5. main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax option, do not turn the main power switch off.

Note

- The main power switch is normally set by your service representative. Do not touch this switch.
- When you press the operation switch and there is still no power, turn on the main power switch.
- If you leave the main power switch off for more than 12 hours, all files in memory are lost.

6. **Operation switch**

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). See p.6 "Turning On the Power".

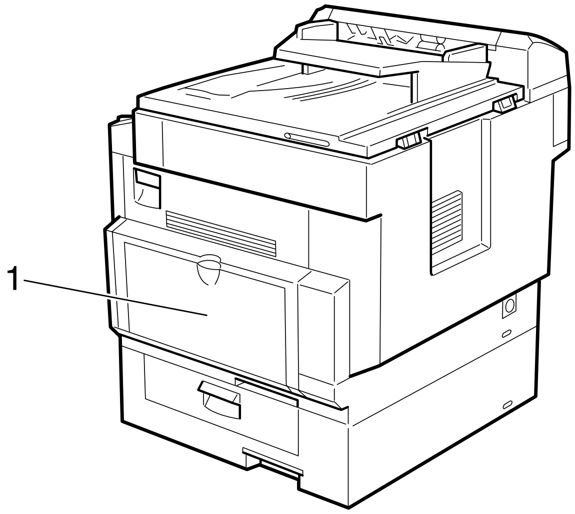
7. **Paper Tray**

Set paper here.

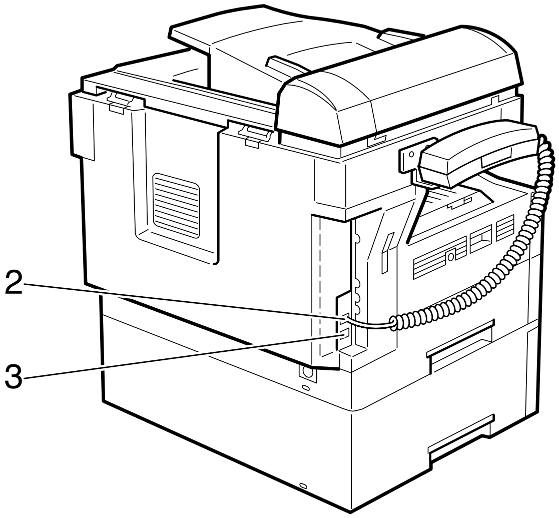
8. **Paper Tray Unit (Option for Model B Only)**

You can set more paper here.

Side View



ZFKH030E



ZFKH040N

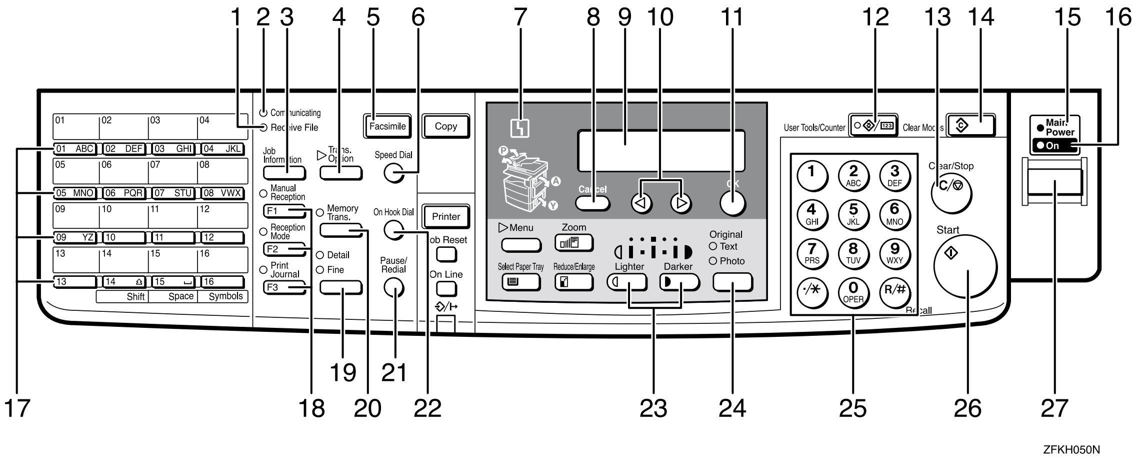
1. **Bypass Tray**

A fax message can be printed on the paper placed here. (Model B only)

2. **External Telephone Connector**

3. **G3 Line Connector**

Control Panel


1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
Communicating
Receive File
Facsimile
Copy
Job Information
Trans. Option
Speed Dial
01 02 03 04
01 ABC
02 DEF
03 GHI
04 JKL
05 06 07 08
05 MNO
06 PQR
07 STU
08 VWX
09 10 11 12
09 YZ
10
11
12
13 14 15 16
13
14
15
16
Shift
Space
Symbols
Manual Reception
F1
Reception Mode
F2
Print Journal
F3
Memory Trans.
Detail
Fine
On Hook Dial
Pause/ Redial
Printer
Job Reset
On Line
Cancel
OK
Menu
Zoom
Select Paper Tray
Reduce/Enlarge
Lighter
Darker
Original
Text
Photo
User Tools/Counter
Clear Modes
Clear/Stop
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
·/✱
0 OPER
R/#
Recall
Start
Main Power
On
17
18
19
20
21
22
23
24
25
26
27
ZFKH050N

1. Receive File Indicator

Lights when a message has been received into memory.

2. Communicating Indicator

Lights during transmission or reception.

3. 【Job Information】 key

Press to search for information on a specific job.

4. 【Transmission Option】 key

Press to change the transmission option settings. The indicator lights when option settings are changed.

5. 【Facsimile】 key

Press to switch to Facsimile mode.

6. 【Speed Dial】 key

Press to select a Speed Dial.

7. Indicator

The indicator shows errors or the status of the machine.

8. 【Cancel】 key

Press to cancel an operation or return to the previous display.

9. LCD display

This guides you through tasks and informs you of the machine status. A message appears here.

10. ◁ ▷ keys

Press to move the cursor or select functions.

11. 【OK】 key

Press to answer " Yes " to a question displayed on the display.

12. 【User Tools】 key

Press to enter User Tools mode. These tools allow you to customize the default settings.

13. 【Clear/Stop】 key

Clear:

Deletes one character or digit.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

14. 【Clear Modes】 key

15. Main Power Indicator

16. On Indicator

17. Quick Dial keys

Use to dial numbers at a single touch or to enter letters and symbols. Also use for the Group Dial function.

18. User Function keys

Each of these can be programmed for rapid access to frequently used functions.

❖ Functions Programmed by Default

Key	Function
F1	Manual Reception
F2	Reception Mode
F3	Print Journal

19. 【Resolution】 key

Press to switch between **Standard**, **Detail** and **Fine**. When the indicator is not lit, **Standard** is selected.

20. 【Memory Trans.】 key

Press this key to toggle between Memory Transmission (**Memory Trans.**) and Immediate Transmission (**Immediate Trans**) modes.

When the indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected.

21. 【Pause/Redial】 key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial:

Press to redial one of the last ten numbers.

22. 【On Hook Dial】 key

Use to dial a number from the numeric keypad without having to lift the handset.

23. 【Image Density】 keys (◖ and ◗)

Use to change the setting of image density.

24. 【Original Type】 key

Press to select original type, Text or Photo. When the original type is selected, the corresponding indicator lights.

25. Number keys

Use to dial fax numbers or enter the number of copies.

26. 【Start】 key

Press to start all tasks.

27. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

Starting the Machine

To start the machine, turn on the operation switch.

Note

- ❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings manual.

Power switches

This machine has two power switches: See p.2 "Guide to Components".

❖ **Operation switch**

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ **Main power switch**

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

Important

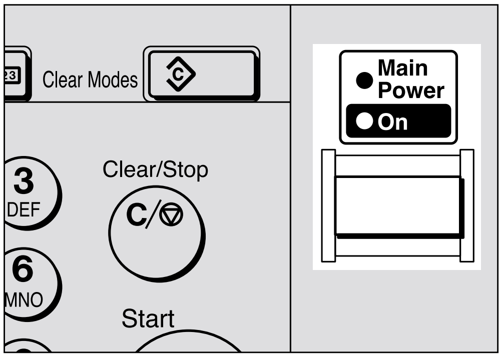
- ❒ Fax files stored in memory can be kept for 12 hours after the main power is switched off if the machine has been on for at least a week. However, if the surrounding temperature is low, the storage time might be shorter.
- ❒ If you leave the main power switch off for more than 12 hours, all fax files in memory are deleted. See p.7 "Turning Off the Power".

Turning On the Power

1 **Confirm that the power cord is plugged into the wall outlet firmly and the main power switch is on.**

2 **Turn on the operation switch. The On indicator should light.**

The panel display will turn on.



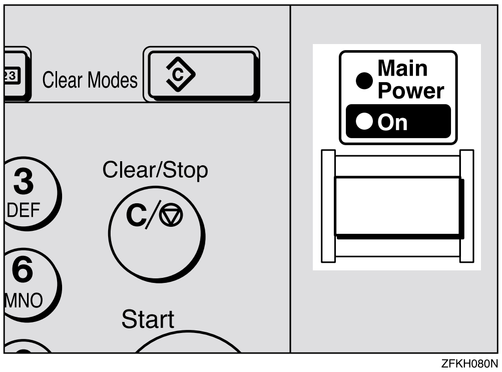
ZFKH080N

Note

- ❒ If nothing happens when you turn on the operation switch, make sure the main power switch is turned on.

Turning Off the Power

1 **Turn off the operation switch. The On indicator will go out.**



Important

- ❒ Before you unplug the power cord, confirm that the display in Facsimile mode indicates that the remaining memory space is 100%.

Turning Off the main power switch

When the main power switch is turned off while using the fax function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. Normally, only the service representative operates this switch. When you have to turn off this switch for some reason, follow the procedure below.

Important

- ❒ Make sure that 100% is shown on the Fax standby display before you turn the main power switch off or you unplug the power cord. Fax files programed in memory will be deleted 12 hours after you turn the main power switch off or you unplug the power cord.

1 **Make sure the On indicator is off.**

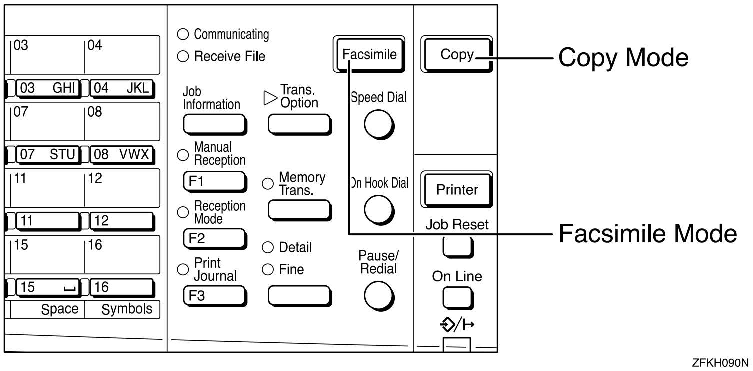
2 **Turn off the main power switch.**

The main power indicator turns off.

Changing Modes

This machine is both a fax and a copier. If the machine is not in Facsimile mode, press the **【Facsimile】** key to use fax function.

You can set this machine to display facsimile mode immediately after the operation switch is turned on. See Chapter 2 “Settings You Can Change with the User Tools” in the System Settings manual.


03
04
03 GHI
04 JKL
07
08
07 STU
08 VWX
11
12
15
16
Space
Symbols
Communicating
Receive File
Facsimile
Copy
Copy Mode
Job Information
Trans. Option
Speed Dial
Manual Reception
F1
Memory Trans.
On Hook Dial
Printer
Reception Mode
F2
Job Reset
Facsimile Mode
Detail
Fine
Print Journal
F3
Pause/ Redial
On Line
ZFKH090N

Limitation

❒ You cannot switch modes under the following circumstances:

- While scanning with fax
- During Immediate Transmission
- While editing the System Settings
- While using On Hook Dial

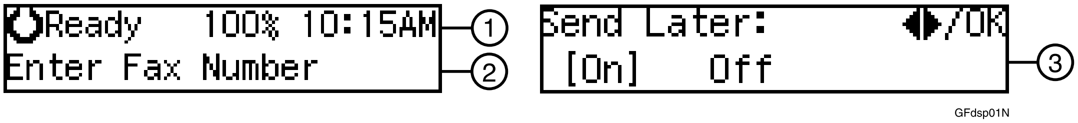
Reading the Display

The machine status and instructions are shown on the display.

Note

- ❒ All procedures in this manual assume you are in Facsimile mode. If the machine is not in Facsimile mode, press the **【Facsimile】** key to change to Facsimile mode. You can have the machine start in Facsimile mode. See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings.
- ❒ This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select the period in Fax Reset Timer. See Chapter 5 " Setting the Fax Reset Timer" in the Advanced Features manual.

Reading the Display and Using Keys



```
Ready    100% 10:15AM
Enter Fax Number
```

```
Send Later:      ◀▶/OK
 [On]    Off
```

① Display for the machine status or currently selected function.

② Display for the messages.
Items which can be selected or specified.

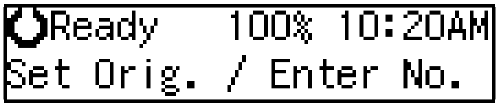
③ Display for items which can be selected.

Note

- ❒ Press ◁ or ▷ to display another function on the LCD display or move the brackets to select another values.
- ❒ Press the **【OK】** key to set a selected function or entered value, and return to the previous display.
- ❒ Press the **【Cancel】** key to cancel the selected function or entered value, and return to the previous display.
- ❒ Press the **【Clear Modes】** key to cancel the settings and return to the initial display.

Standby Display

While the machine is in standby mode (immediately after it is turned on or after the **【Cancel】** key is pressed), the following display is shown.



```
◯Ready   100% 10:20AM
Set Orig. / Enter No.
```

Note

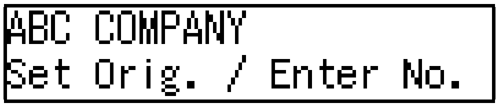
- ❒ To return the machine to standby mode, do one of the following:
  - If you have set the original and have not pressed the **【Start】** key, remove the original.
  - If you have not set an original, press the **【Cancel】** key.
  - If you are in User Tools mode, press the **【User Tools】** key or the **【Cancel】** key.

Communication Display

While the machine is communicating, the status is displayed.

❖ **Display during Memory Transmission or Reception:**

The destination's name or fax number appears on the top of the LCD display.

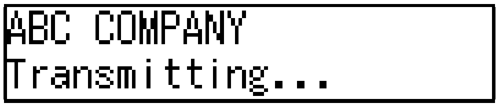


```
ABC COMPANY
Set Orig. / Enter No.
```

Note

- ❒ Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory.

❖ **Immediate Transmission:**

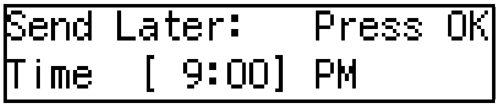


```
ABC COMPANY
Transmitting...
```

Display Prompts

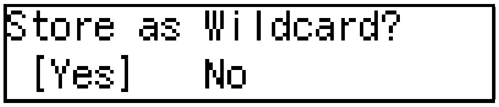
Depending on the situation, the machine will show various prompts on the display.

❖ **Instructions and Requests**



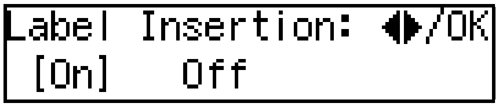
```
Send Later:   Press OK
Time  [ 9:00] PM
```

❖ **Questions**



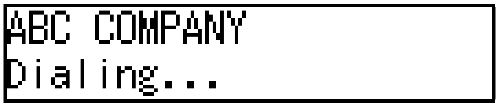
```
Store as Wildcard?
 [Yes]   No
```

❖ **Selections**



```
Label Insertion: ◀▶/OK
 [On]   Off
```

❖ **Status**



```
ABC COMPANY
Dialing...
```

Transmission Modes

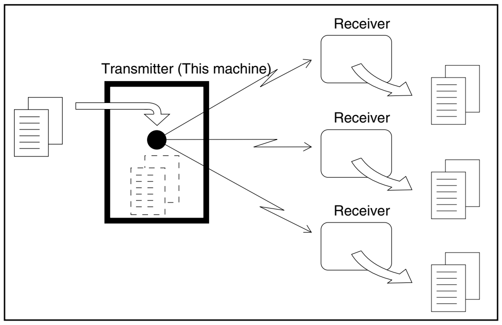
There are two types of transmission.

❖ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

This makes it convenient when you would like to take documents back in a hurry.

You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.



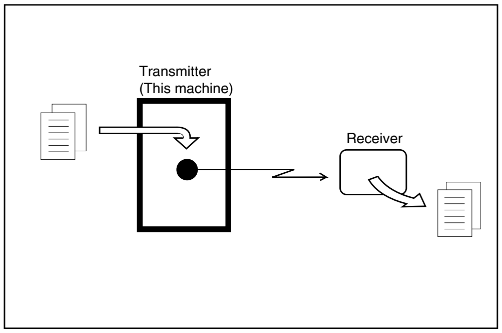
GDRH230E

❖ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine.

A fax document is not stored in memory.



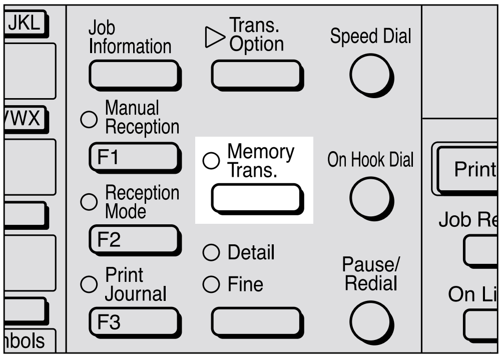
GDRH240E

Important

- ❒ If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 12 hours, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 7 "Power Failure Report" in the Advanced Features manual.

Switching between Memory Transmission and Immediate Transmission

Press the **【Memory Trans.】** key to switch between Memory Transmission and Immediate Transmission. When the indicator of the **【Memory Trans.】** key is not lit, Immediate Transmission is selected. When the indicator of the **【Memory Trans.】** key is lit, Memory Transmission is selected.


JKL
WX
bols
Job Information
Trans. Option
Speed Dial
Manual Reception
F1
Memory Trans.
On Hook Dial
Print
Reception Mode
Job Re
F2
Detail
Fine
Pause/ Redial
Print Journal
F3
On Li

ZFKH100N

Note

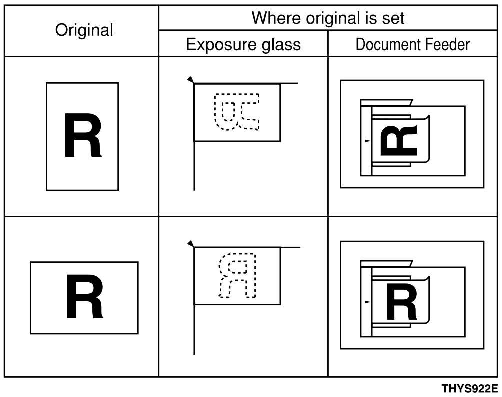
- ❒ You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters. See Chapter 6 "User Parameters" in the Advanced Features manual (Switch 00 Bit 6).
- ❒ You can set whether the Transmission mode returns to the default mode after each transmission with the User Parameters. See Chapter 6 "User Parameters" in the Advanced Features manual (Switch 01 Bit 7).

Setting Originals

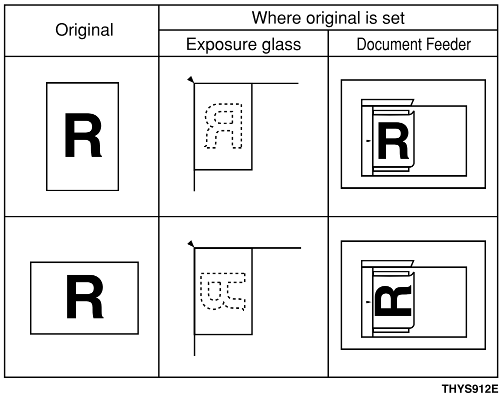
You can set your originals either in the Document Feeder or on the exposure glass. Some types of originals are unsuitable for the Document Feeder so they must be set on the exposure glass.

Which way you place your original depends on its size and whether you are using the Document Feeder or the exposure glass.

❖ How to set A4, B5, A5, 5$\frac{1}{2}$"×8$\frac{1}{2}$", 8$\frac{1}{2}$"×11, 8$\frac{1}{2}$"x14" and 8"x13" size originals


Original
Where original is set
Exposure glass
Document Feeder
R
R
R
R
THYS922E

❖ How to set A5 and 8$\frac{1}{2}$"×5$\frac{1}{2}$"size originals


Original
Where original is set
Exposure glass
Document Feeder
R
R
R
R
THYS912E

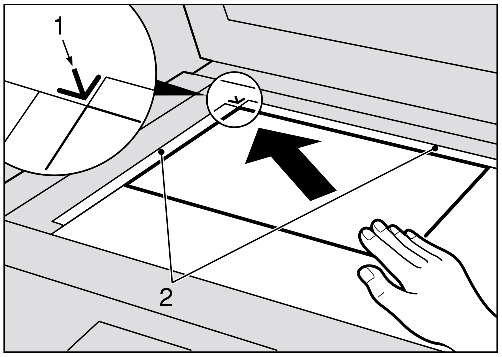
Note

- ❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image size may be reduced on output, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.
- ❒ Make sure that all ink, correcting fluid, etc., has completely dried before setting your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.
- ❒ You can set the original any time up until you press the **【Start】** key.

Placing a Single Original on the Exposure Glass

Set originals that cannot be placed in the Document Feeder, such as a book, on the exposure glass one page at a time.

1 **Lift the Exposure Glass Cover. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.**



1. **Reference mark**
2. **Scale**

2 **Close the Exposure Glass Cover.**

Note

- ❒ When sending a bound original, the received image may contain some black areas. To reduce this effect, press down on the original to prevent its bound part from rising.

Loading Originals in the Document Feeder

Use the Document Feeder to scan in a stack of originals in one operation. The Document Feeder can handle single-sided originals.

Limitation

- ❒ The maximum document length is 1260mm (49.6") with manual assistance.
- ❒ Place all the originals to be sent in a single stack.
- ❒ You cannot set originals in the Document Feeder one page at a time or in sheaves.
- ❒ Do not open the Document Feeder while it is scanning the originals or your document could be jammed.

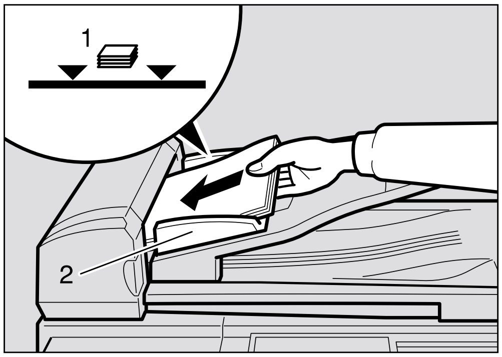
Note

- ❒ If an original jams, press the **【Clear/Stop】** key, and then remove the original carefully.
- ❒ If your original is bent or folded, flatten it before you set it.
- ❒ Set thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder, see Chapter 8 "Originals" in the Advanced Features manual.

1 **Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder face up. Adjust the document guide to match the size of the originals again.**



1. **Limit mark**

2. **Document guide**

Originals unsuitable for the Document Feeder (ADF)

Do not set the following types of originals in the Document Feeder because they may be damaged. Place them on the exposure glass instead.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals.

- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

Memory Transmission

Memory Transmission is convenient because:

- Fax documents can be scanned much more quickly. Your scanned document is stored in the memory, and then sent automatically, meaning you do not have to wait for your document to send.
- While your fax document is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same document to more than one place with the same operation. (Broadcasting)
- There are two kinds of Memory Transmission: Parallel and Normal. See Chapter 3, "Parallel Memory Transmission" in the Advanced Features manual.

Important

❒ If there is a power failure (main power switch is off) or the plug is pulled out for more than 12 hours, all the files stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted.

Limitation

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

❒ Maximum number of Memory Transmission files: 133

❒ Maximum number of destinations per Memory Transmission: 133

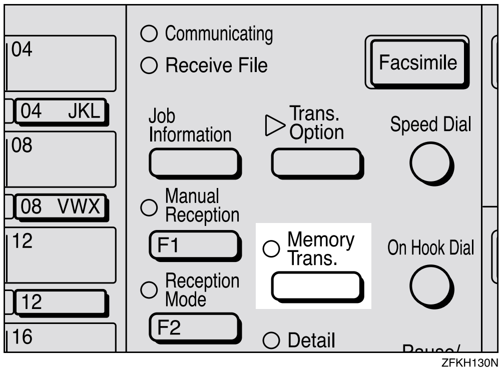
❒ Combined total number of destinations that can be stored: 300

❒ The theoretical maximum number of destinations you can enter with the number keys is 67, but this will depend on the amount of memory currently available.

❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 80 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text).

❒ You can set whether the machine returns to the default transmission mode after every transmission. You can change this so that the desired setting is maintained. See Chapter 6 “User Parameters“(Switch 01, Bit 7) in the Advanced Features manual.

1 Make sure that the Memory Transmission indicator is lit.



If it is not lit, press the **【Memory Trans.】** key.

2 Set the original.

Limitation

- ❒ You can send the first pages from the exposure glass, and then the remaining pages from the Document Feeder. After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder.
- ❒ Note that you cannot place pages on the exposure glass after you have started using the Document Feeder.
- ❒ Do not open the Document Feeder while it is scanning in originals.

Note

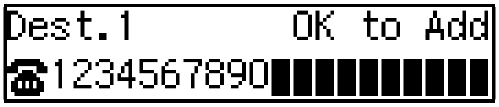
- ❒ Place the original you want to store in memory on the exposure glass or the Document Feeder. To store multiple page originals from the exposure glass, set them page by page.

Reference

p.13 “Setting Originals”

3 Select any scan settings you require. See p.24 “Scan Settings”.

4 Dial. If you wish to send the same message to more than one destination, press the 【OK】 key, and then dial another destination. Repeat this step for all destinations.



```
Dest.1         OK to Add
☎1234567890██████████
```

If you make a mistake, press the 【Clear/Stop】 key, and then enter the correct number again.

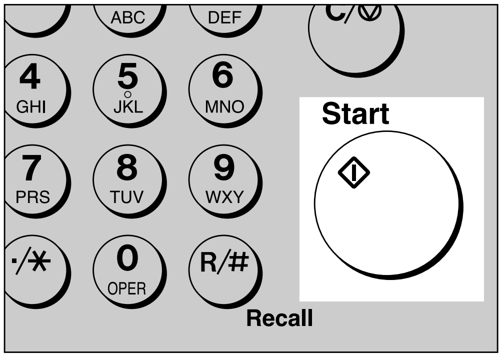
Note

- ❒ When specifying a destination using a Quick Dial, the destination is added even if you did not press the 【OK】 key.

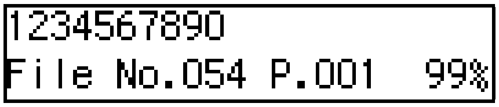
Reference

p.26 “Dialing”

5 Press the 【Start】 key.



ZEQS062N



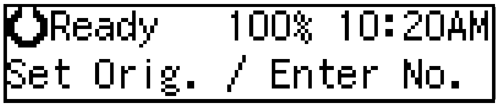
```
1234567890
File No.054 P.001  99%
```

The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of the display.

Reference

p.33 “Own Name/Fax Header/Own Fax Number”



```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

After transmission, the machine will return to standby mode.

Sending Originals from the Exposure Glass

❶ **Place the first page of your original on the exposure glass face down.**

❷ **Dial.**

❸ **Press the 【Start】 key.**

The machine starts scanning the original.

❹ **Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.**

Note

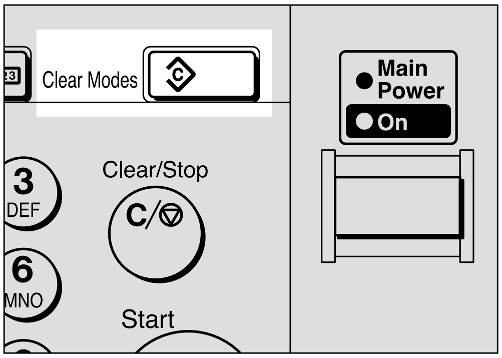
❒ Repeat steps ❸ to ❹ for all pages.

❺ **Press the 【#】 key to finish.**

Canceling a Memory Transmission

Before the Start Key is Pressed

1 Press the【Clear Modes】key.

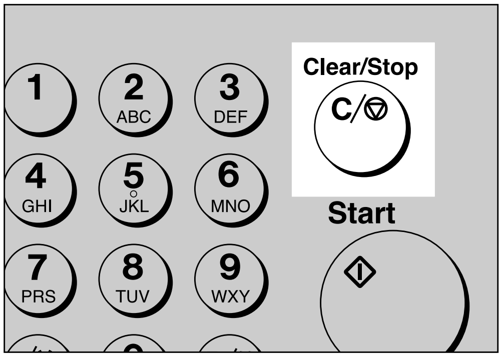

Clear Modes
Main Power
On
Clear/Stop
3 DEF
6 MNO
Start
ZFKH110N

Note

- ❒ When you set the document in the Document Feeder, you can cancel the transmission by just removing it.

While the Original is Being Scanned

1 Press the【Clear/Stop】key.


1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
Clear/Stop
Start
ZEQS063N

The machine will stop storing the original and the data will not be sent.

During Transmission

Use this procedure to cancel a transmission after the original has been scanned.

Limitation

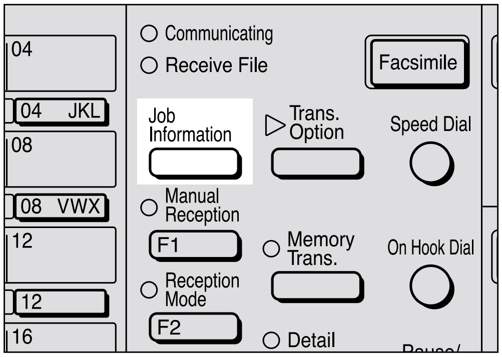
- ❒ If transmission finishes while you are carrying out this procedure, it will not be canceled.

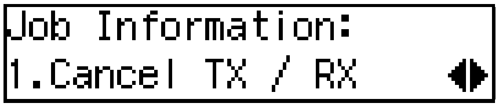
Note

- ❒ If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

2 Press the【Job Information】key, and confirm that " 1. Cancel TX / RX " is displayed.


04
04 JKL
08
08 VWX
12
12
16
Communicating
Receive File
Facsimile
Job Information
Trans. Option
Speed Dial
Manual Reception
F1
Memory Trans.
On Hook Dial
Reception Mode
F2
Detail
ZFKH120N



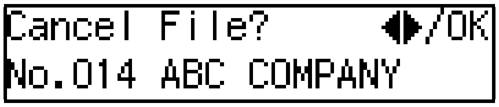
Job Information:
1.Cancel TX / RX

The Information menu is shown.

3 **Press the 【OK 】key.**

4 **Display the file you want to delete.**

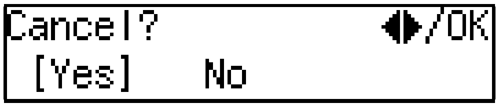
Enter the file number with the number keys, or search using ◁ or ▷.



```
Cancel File?      ◀▶/OK
No.014 ABC COMPANY
```

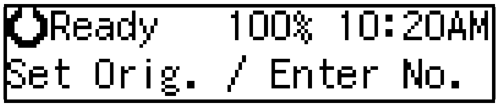
5 **Press the 【OK】key.**

6 **Press ◁ or ▷ to select " Yes "**



```
Cancel?           ◀▶/OK
 [Yes]   No
```

7 **Press the 【OK】key.**



```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

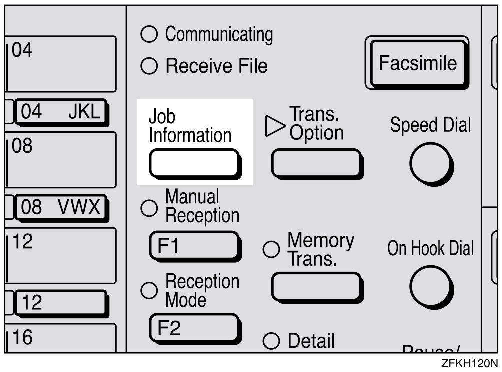
The file is erased, and the machine will return to standby mode

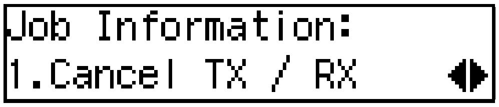
While the Original is Awaiting Transmission

Limitation

- ❒ Pages already being sent to the destination cannot be canceled, even if you cancel the transmission. The transmission may be sent before you can cancel it, even if you start canceling the transmission before it is fully sent.

1 **Press the 【Job Information】 key, and confirm that "1. Cancel TX/RX" is displayed.**


04
04 JKL
08
08 VWX
12
12
16
Communicating
Receive File
Facsimile
Job Information
Trans. Option
Speed Dial
Manual Reception
F1
Memory Trans.
On Hook Dial
Reception Mode
F2
Detail
ZFKH120N

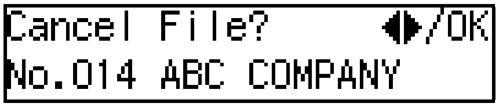


```
Job Information:
1.Cancel TX / RX    ◀▶
```

2 **Press the 【OK】key.**

3 **Display the file you want to delete.**

Enter the file number with the number keys, or search using ◁ or ▷.

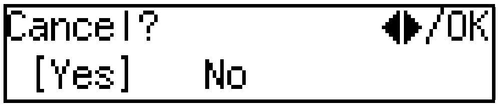


```
Cancel File?      ◀▶/OK
No.014 ABC COMPANY
```

If you are unable to find the file, it has already been sent.

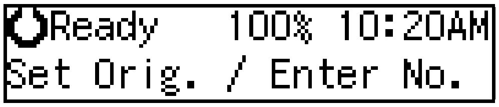
4 **Press the 【OK】key.**

5 **Press ◁ or ▷ to select " Yes ”.**



```
Cancel?           ◀▶/OK
 [Yes]   No
```

6 **Press the 【OK】key.**



```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

The file is erased, and the machine will return to standby mode

Immediate Transmission

Immediate Transmission is convenient when:

- You wish to send a document immediately as it is scanning.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **【Start】** key. The message is scanned and transmitted page by page without being stored in memory.

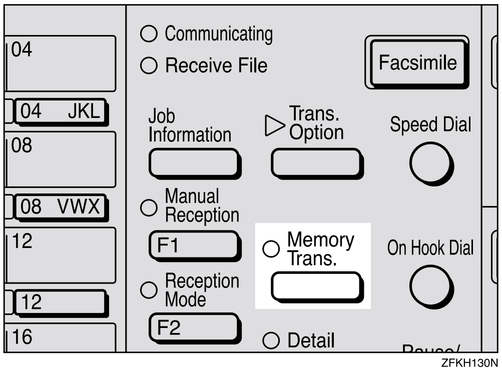
Note

❒ You can only specify one destination for Immediate Transmission.

❒ You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters.

❒ The machine does not redial with immediate transmission.

1 Check that the Memory Transmission indicator is not lit.


04
04 JKL
08
08 VWX
12
12
16
○ Communicating
○ Receive File
Facsimile
Job Information
▷ Trans. Option
Speed Dial
○ Manual Reception
F1
○ Memory Trans.
On Hook Dial
○ Reception Mode
F2
○ Detail
ZFKH130N

If it is lit, press the **【Memory Trans.】** key.

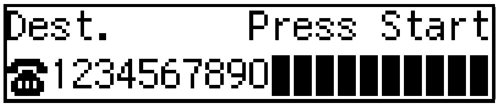
2 Set your original.

Reference

p.13 "Setting Originals"

3 Select any scan settings you require. See p.24 "Scan Settings".

4 Dial.


Dest.   Press Start
☎1234567890██████████

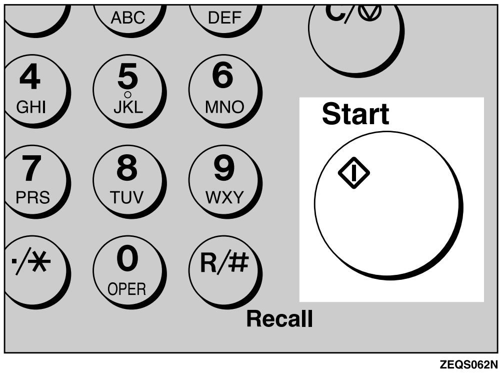
If you make a mistake, press the **【Clear/Stop】** key, and then enter the correct number again.

Reference

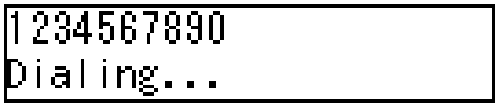
p.26 "Dialing"

See Chapter 3 "Chain Dial" in the Advanced Features manual.

5 Press the 【Start】 key.

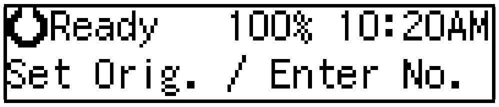

ABC
DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
·/✱
0 OPER
R/#
Start
Recall
ZEQS062N

The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.


1234567890
Dialing...

Reference

p.33 "Own Name/Fax Header/Own Fax Number"



```
○Ready   100% 10:20AM
Set Orig. / Enter No.
```

After transmission the machine will return to standby mode.

Sending Originals from the Exposure Glass

❶ **Place the first page face down on the exposure glass.**

❷ **Dial.**

❸ **Press the 【Start】 key.**

The machine starts scanning the original.

❹ **Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.**

Note

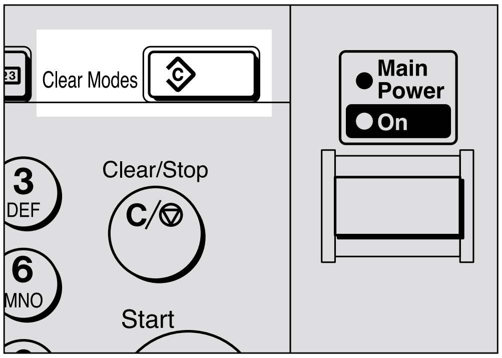
❒ Repeat steps ❸ to ❹ for all originals.

❺ **Press the 【#】 key to finish.**

Canceling an Immediate Transmission

Before the Start key is Pressed

1 **Press the 【Clear Modes】 key.**


Clear Modes
Main Power
On
Clear/Stop
3 DEF
6 MNO
Start

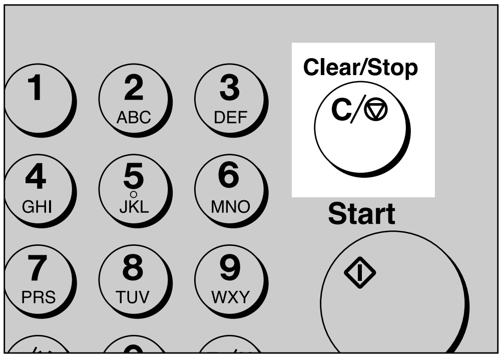
ZFKH110N

Note

- ❒ When you have already set the original, you can also cancel an Immediate Transmission by removing the original from the machine.

After the Start key is Pressed

1 **Press the 【Clear/Stop】 key, and then remove the original.**


Clear/Stop
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PRS
8 TUV
9 WXY
Start

ZEQS063N

Note

- ❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

Scan Settings

You may wish to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

❖ **Resolution:**
Standard, **Detail**, **Fine**

❖ **Original Type:**
Text, **Photo**

❖ **Image Density (Contrast):**
Manual Image Density

Resolution

Images and text are scanned into the machine by converting them to a sequence of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8×3.85lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.

❖ **Detail (8×7.7lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Fine (8×15.4lines/mm, 200×400dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is four times as fine as Standard.

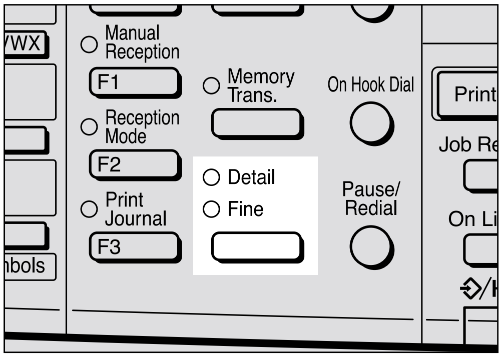
Limitation

- ❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.
- ❒ Sending with **Fine** resolution requires that the other party's machine has the capability to receive fax messages at **Fine** resolution.

Note

- ❒ The resolution returns to the default setting after every transmission. You can change this with the User Parameters. See Chapter 6 “User Parameters (Switch01, Bit7)” in the Advanced Features manual.

1 **Press the 【Resolution】 key to switch between resolutions. The indicators above the key shows the current selection. When neither of the indicators are lit, Standard is selected.**



Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

❖ Text

Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs or if you only want to send clearer text.

❖ Photo

Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

Limitation

❒ If you select **Photo**, resolution is automatically set to **Detail**. Even if you select Text again, the resolution will not return to **Standard**.

Note

❒ If you select **Photo**, the transmission will take longer than when **Text** is selected.

❒ If you send a fax message with **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.

❒ When the machine is turned on or modes are cleared, the Original Type is set to **Text**.

❒ You can set whether the machine returns to the Original Type default setting after every transmission with the User Parameters. See Chapter 6 “User Parameters (Switch 01 Bit 7)” in the Advanced Features manual.

1 Press the【Original Type】key for the type you require.

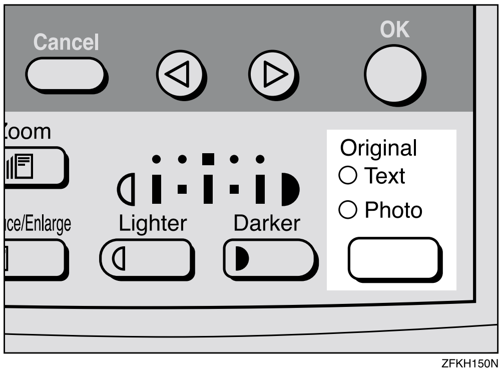
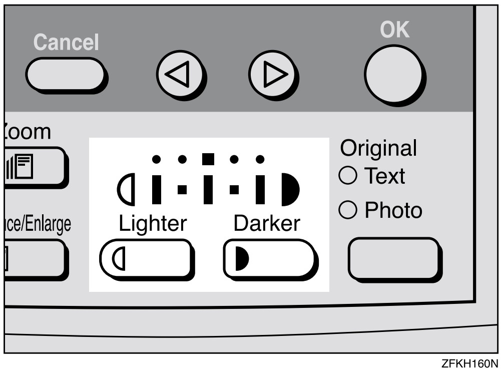


Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

Use the【Image Density】keys to select the image density within 5 levels.

1 Press ◖ or ◗ to change the density from five density levels.



Dialing

There are four main ways to dial a number:

❖ **Entering Numbers Directly**
See p.26 “Entering Numbers Directly”

❖ **Using Quick Dials:**
See p.27 “Using Quick Dials”

❖ **Using Speed Dials:**
See p.28 “Using Speed Dials”

❖ **Using Groups**
See p.29 “Using Groups”

Entering Numbers Directly

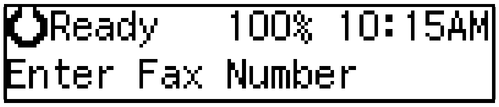
Enter numbers directly using the number keys on the right side of the operation panel.

Note

- ❒ Maximum length of a fax number: 254 digits.
- ❒ You can insert pauses and tones in a fax number. See p.27 “Pause”, p.27 “Tone”

1. **Make sure that the machine is in standby mode.**

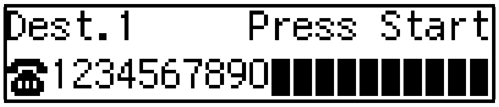
2. **Set your original and select any scan settings you require.**



```
Ready    100% 10:15AM
Enter Fax Number
```

3. **Enter the fax number with the number keys.**

   The digits appear on the display as you enter them.



```
Dest.1     Press Start
☎1234567890██████████
```

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and enter again.
- ❒ If you wish to send this message to more than one destination, press the **【OK】** key, and then enter the next destination.

4. **Press the 【Start】 key.**

Limitations when dialing with the number keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 67 numbers for the following:

- Destinations specified in a Memory Transmission (including Polling Reception)
- Destinations specified in a Group

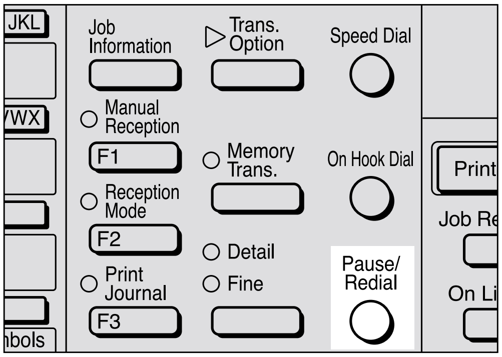
For example, when 60 destinations are registered in a Group with the number keys, only 7 destinations can be dialed for Memory Transmission from the number keys.

Note

- ❒ If a memory file is awaiting transmission and the `"Exceeded the Max.Cannot Add"` message is displayed when dialing with the number keys, you cannot dial any more numbers. That is because the fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- ❒ The display shows the percentage of free memory space for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

Pause

Press the 【**Pause/Redial**】 key when dialing or storing a number to insert about a two-second pause.



ZFKH170N

Limitation

- ❒ You cannot insert a pause before the first digit of a fax number.

Note

- ❒ A pause is shown as a "-" on the display.
- ❒ You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This function allows a machine connected to a pulse dialing line to send tone signals (for example if you want to use a special service on a tone dialing line). When you press the 【✱】 key, the machine dials the number using tone signals.

Limitation

- ❒ You cannot place a tone before the first digit of a fax number.
- ❒ Some services may not be available when using the 【✱】 key.

Note

- ❒ A tone is shown as a "•" on the display.

Using Quick Dials

You can specify destinations simply by pressing the Quick Dial.

You must program the destination's fax number in a Quick Dial beforehand.

Additionally, you can store a name for the destination in Quick Dials.

Note

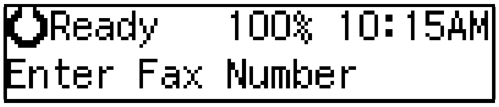
- ❒ To register, edit, or delete a Quick Dial, see p.38 "Quick Dial"
- ❒ To check the contents of all Quick dials, print the quick Dial list. See Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.
- ❒ You can have the label stored with a Quick Dial printed on the first page received at the other end.

Reference

p.26 "Dialing"

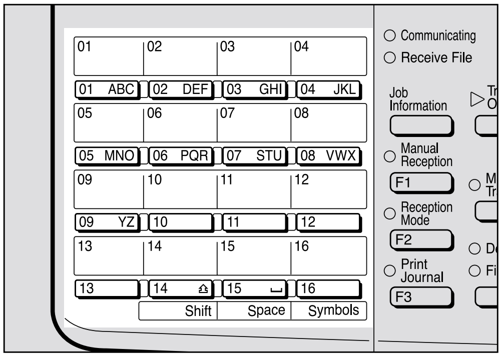
1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.

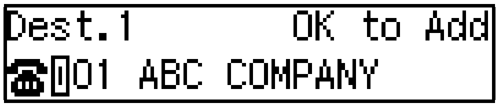


Ready 100% 10:15AM
Enter Fax Number

3 Press the Quick Dial key in which the destination's number is programmed.


01
02
03
04
01 ABC
02 DEF
03 GHI
04 JKL
05
06
07
08
05 MNO
06 PQR
07 STU
08 VWX
09
10
11
12
09 YZ
10
11
12
13
14
15
16
13
14
15
16
Shift
Space
Symbols
Communicating
Receive File
Job Information
Manual Reception
F1
Reception Mode
F2
Print Journal
F3
ZFKH180E

If the destination's name has been stored, the name is shown on the display. If it is not, the fax number is shown.



Dest.1 OK to Add
☎▯01 ABC COMPANY

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ If you wish to dial another destination, press the **【OK】** key and dial another fax number.

4 Press the 【Start】 key.

Using Speed Dials

You can specify destinations simply by pressing the **【Speed Dial】** key and a Speed Dial code (00 to 49).

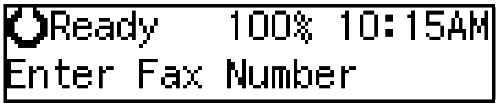
You must store the destination's fax number in a Speed Dial beforehand. Additionally, you can store a name for the destination in Speed Dials.

Note

- ❒ To register, edit, or delete Speed Dial entries, see p.44 “Speed Dial”
- ❒ To check the contents of all Speed Dials, print the Speed Dial list. See Chapter 5, “Printing Reports/Lists” in the Advanced Features manual.
- ❒ You can use codes 00-49 for Speed Dials.
- ❒ If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory function. See Chapter 3 “Telephone Directory” in the Advanced Features manual.
- ❒ You can have the label stored with a Speed Dial printed on the first page received at the other end.

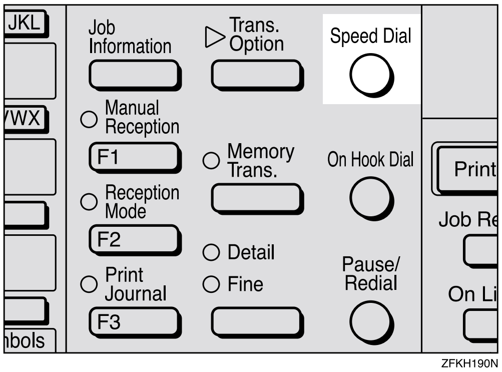
1 Make sure that the machine is in standby mode.

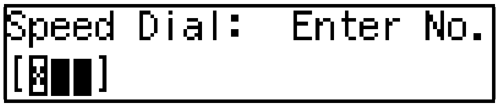
2 Set your original and select any scan settings you require.



Ready 100% 10:15AM
Enter Fax Number

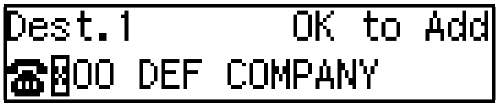
3 **Press the 【Speed Dial】 key.**


JKL
Job Information
Trans. Option
Speed Dial
WX
Manual Reception
F1
Memory Trans.
On Hook Dial
Print
Reception Mode
F2
Job Re
Detail
Pause/ Redial
Print Journal
F3
Fine
On Li
bols
ZFKH190N



```
Speed Dial:  Enter No.
[███]
```

4 **Enter the two digit code (00 to 49) for the destination with the number keys.**



```
Dest.1        OK to Add
☎█00 DEF COMPANY
```

Note

- ❒ When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- ❒ If you wish to dial another destination, press the 【OK】 key and dial another fax number.
- ❒ If you make a mistake, press the 【Clear/Stop】 key, and try again.

5 **Press the 【Start】 key.**

Using Groups

You can store multiple destinations as a single Group and simply specify a particular Group.

You must store the destinations' fax number in a Group beforehand.

Additionally, you can store destination names and a Group name in Groups.

The method for specifying Groups differs according to the way they were programmed.

- When programmed in a Quick Dial: Press the Quick Dial key.
- When not programmed in a Quick Dial: First, Program the Group function in a User Function key (【F1】 to 【F3】). When you want to specify a destination, press the User Function key in which the Group Function is programmed, and then press the Group number with the number keys. (See Chapter 5, "User Function Keys" in the Advanced Features manual.)

Limitation

- ❒ Quick Dials programmed for Groups cannot be used for any other function.
- ❒ You cannot use Immediate Transmission to send Groups. You can only use Memory Transmission.

Note

- ❒ To register, edit, or delete Groups, see p.49 “Groups”
- ❒ To check the contents of all Groups, print the Group Dial list. See Chapter 5, "Printing Report/Lists" in the Advanced Features manual.

When Specifying a Group with a Quick Dial

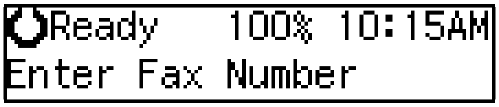
Make sure that the Memory Transmission indicator is lit, if not, press the **【Memory Trans.】** key to light it.

Note

- ❒ You must register Groups to Quick Dials beforehand. See p.49 “Groups”

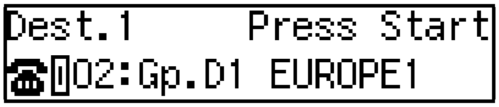
1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.



```
Ready    100% 10:15AM
Enter Fax Number
```

3 Press the Quick Dial key in which the Group is programmed.



```
Dest.1      Press Start
☎▯02:Gp.D1  EUROPE1
```

Note

- ❒ If you make a mistake, press the **【Clear/Stop】** key and try again.
- ❒ If you wish to dial another destination, press the **【OK】** key, and then dial another fax number.

4 Press the 【Start】 key.

When Specifying a Group with the Group key

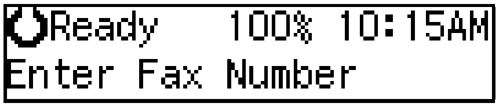
Make sure that the Memory Transmission indicator is lit, if not, press the **【Memory Trans.】** key to light it.

Note

- ❒ You must program the Group function in a User Function key beforehand. See Chapter 5 “User Function Keys” in the Advanced Features manual.

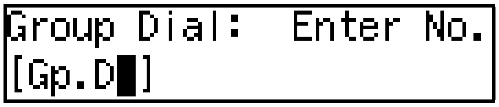
1 Make sure that the machine is in standby mode.

2 Set your original and select any scan settings you require.



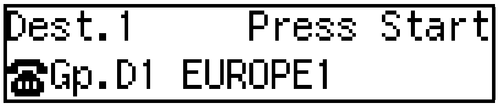
```
Ready    100% 10:15AM
Enter Fax Number
```

3 Press the User Function key programmed with the Group function.



```
Group Dial:  Enter No.
[Gp.D█]
```

4 Enter the Group number (1 to 5) with the number keys.



```
Dest.1      Press Start
☎Gp.D1  EUROPE1
```

Note

- ❒ If you want to specify another Group, press the **【OK】** key, and then repeat step 3 above.
- ❒ If you make a mistake, press the **【Clear/Stop】** key, and the display will return to that in step 2.

5 Press the 【Start】 key.

Reception Modes

The machine can treat incoming fax messages and telephone calls in three ways.

❖ **Manual Receive**

Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax documents or telephone calls. You must manually press the **【Start】** key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times. The Manual Receive indicator is lit when the machine is in this mode.

❖ **Auto Receive**

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax documents. It will ring once to alert you of an incoming call, and then starts receiving.

❖ **Auto Select**

In this mode, the machine rings a number of times. You can answer the call while the machine is ringing. If you do not answer the call, the machine automatically changes to receive fax messages.

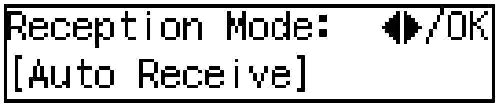
Note

- ❒ You can change the number of rings. See Chapter 5, "Setting the Auto Ring Time" in the Advanced Features manual.
- ❒ When the other party send a fax message, the machine changes to receive the fax message automatically.
- ❒ You can connect a telephone answering machine with Auto Select.
- ❒ Set a smaller number of rings for the telephone answering machine than for the fax machine.
- ❒ It could not work correctly depends on a telephone answering machine.

Selecting the Reception Mode

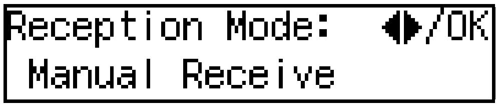
This function also requires the use of a User Function key. By default, the **【F2】** key is assigned as the **【Reception Mode】** key.

1. **Press the 【Reception Mode】 key.**



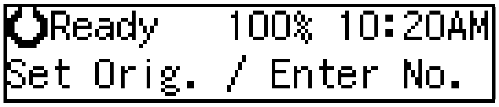
```
Reception Mode:   ◀▶/OK
[Auto Receive]
```

2. **Press ◁ or ▷ to select the reception mode.**



```
Reception Mode:   ◀▶/OK
 Manual Receive
```

3. **Press the 【OK】 key.**



```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

Distinctive Ring

Two numbers (telephone number and fax number) can be assigned to one line by making a contract with your telephone company for Distinctive Ring. Each number will have a different ringing pattern. This is useful for distinguishing a fax from a telephone call.

Please contact your telephone company for details.

After making a contract with your telephone company, turn this function on with the User Parameters (Switch12 Bit1).

Note

- ❒ When Distinctive Ring is set, Reception Mode can not be selected.

Own Name/Fax Header/Own Fax Number

Make sure that all necessary settings are made before connecting your machine to the telephone line.

❖ **Own Name**

This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's fax machine, and the name registered on that machine will appear on yours.

Limitation

❒ The registered name will not be used unless the other party has the same machine of the same make that supports the Own Name function.

❖ **Fax Header**

This is ordinarily your name or company name. Your fax header can be up to 32 characters long, and is printed on the header of every page you send.

❖ **Own Fax Number (Required by international law)**

This is your fax machine's phone number, which must include country and area codes, in 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely their Own Fax Number appears on your display.)

Note

❒ In some areas, the Own Fax Number is preprogrammed by your service representative, and cannot be re-programmed by the user.

Important

❒ When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed.

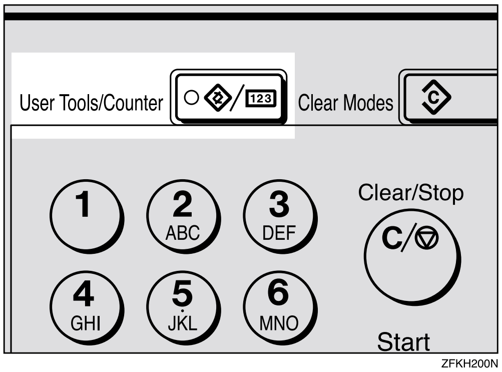
Note

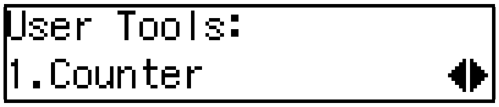
❒ You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See Chapter 6 ”Printing the User Parameter List” in the Advanced Features manual.

Registering

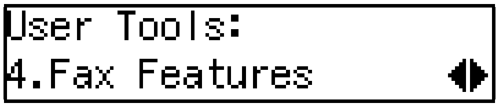
The following procedure describes how to make initial settings.

1 Press the 【User Tools】 key.

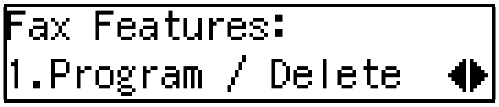



User Tools:
1.Counter ◀▶

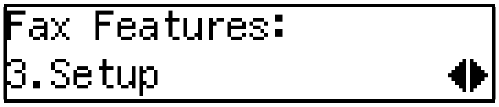
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.


User Tools:
4.Fax Features ◀▶

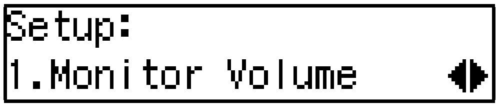
3 Press the 【OK】 key.


Fax Features:
1.Program / Delete ◀▶

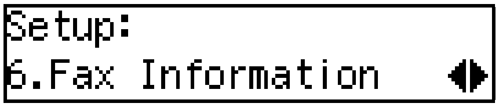
4 Press ◁ or ▷ until " 3. Setup " is displayed.


Fax Features:
3.Setup ◀▶

5 Press the 【OK】 key.

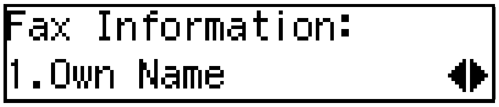

Setup:
1.Monitor Volume ◀▶

6 Press ◁ or ▷ until "6. Fax Information" is displayed.

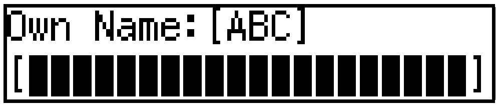

Setup:
6.Fax Information ◀▶

7 Press the 【OK】 key.

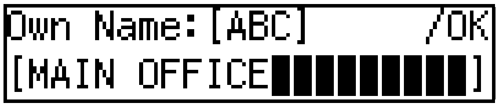
Confirm that " 1. Own Name " is displayed.


Fax Information:
1.Own Name ◀▶

8 Press the 【OK】 key.


Own Name:[ABC]
[■■■■■■■■■■■■■■■■■■■■]

9 Enter your Own Name.


Own Name:[ABC] /OK
[MAIN OFFICE■■■■■■■■■]

Note

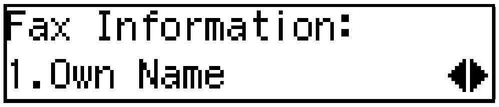
- ❒ If you want to erase a character in the name, press the **【Clear/Stop】** key.

Reference

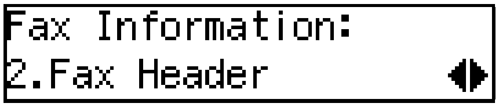
See p.59 "Entering Characters"for how to enter characters.

10 Press the 【OK】 key.

Your Own Name is programmed.

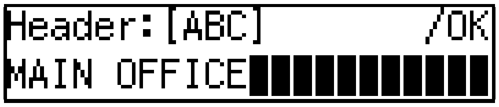

Fax Information:
1.Own Name ◀▶

11 Press ◁ or ▷ until " 2. Fax Header " is displayed.


Fax Information:
2.Fax Header ◀▶

12 Press the 【OK】 key.

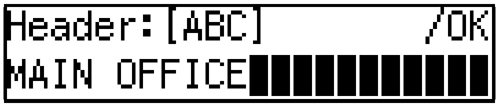
The programmed Own Name is displayed.



Header:[ABC] /OK
MAIN OFFICE

13 Enter your Fax Header.

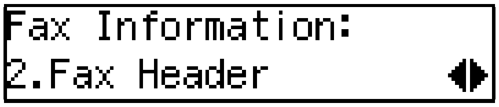
If your Fax Header is the same as your Own Name, go to step 14.



Header:[ABC] /OK
MAIN OFFICE

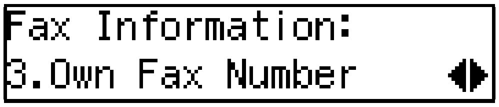
14 Press the 【OK】 key.

Your Fax Header is programmed.



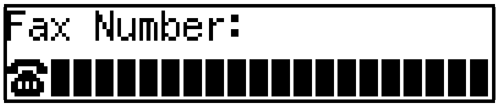
Fax Information:
2.Fax Header ◀▶

15 Press ◁ or ▷ until " 3. Own Fax Number " is displayed.



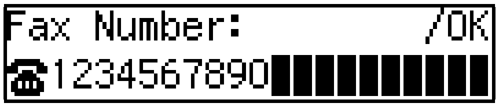
Fax Information:
3.Own Fax Number ◀▶

16 Press the 【OK】 key.



Fax Number:
☎

17 Enter your Own Fax Number.



Fax Number: /OK
☎1234567890

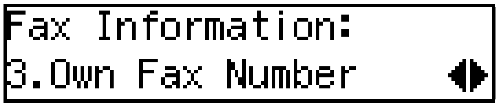
Note

- ❒ The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code (do not insert a pause after your Area Code), followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator.

Characters you can enter include numerals 0-9, plus signs (+), and spaces.

18 Press the 【OK】 key.

Your Own Fax Number is programmed.



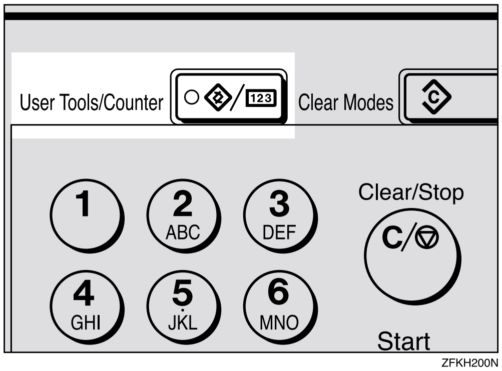
Fax Information:
3.Own Fax Number ◀▶

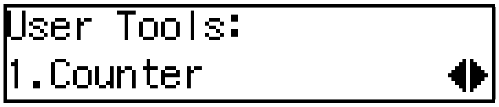
19 Press the 【User Tools】 key to return to standby display.

Editing

The following procedure describes how to edit initial settings.

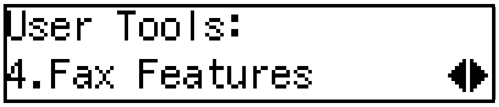
1 Press the 【User Tools】 key.





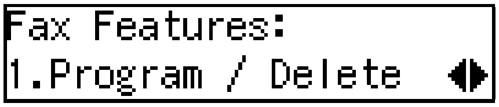
User Tools:
1.Counter ◀▶

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



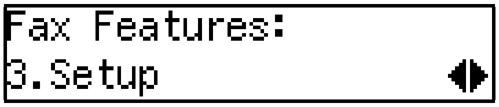
User Tools:
4.Fax Features ◀▶

3 Press the 【OK】 key.

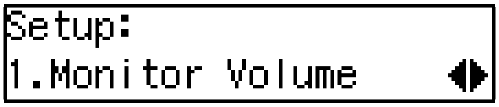


Fax Features:
1.Program / Delete ◀▶

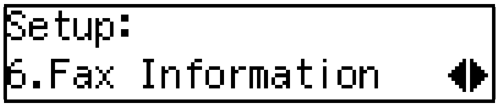
4 **Press ◁ or ▷ until " 3. Setup " is displayed.**


Fax Features:
3.Setup ◀▶

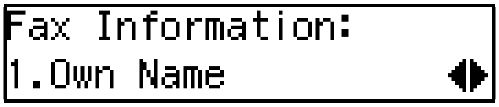
5 **Press the 【OK】 key.**


Setup:
1.Monitor Volume ◀▶

6 **Press ◁ or ▷ until " 6. Fax Information " is displayed.**


Setup:
6.Fax Information ◀▶

7 **Press the 【OK】 key.**


Fax Information:
1.Own Name ◀▶

8 **Press ◁ or ▷ to select the item that you want to edit.**

9 **Press the 【OK】 key.**

10 **Press the 【Clear/Stop】 key, and then reenter the Number or Name.**

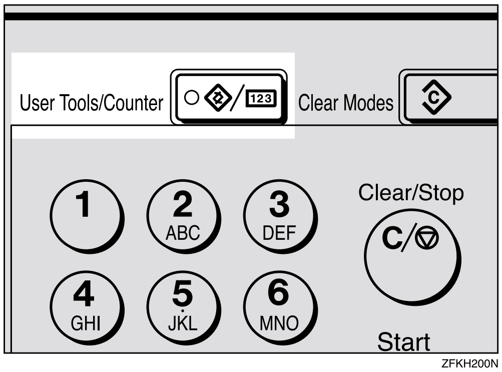
11 **Press the 【OK】 key.**

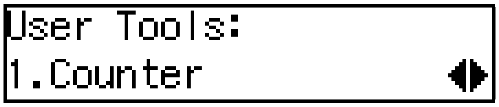
12 **Press the 【User Tools】 key to return to standby display.**

Deleting

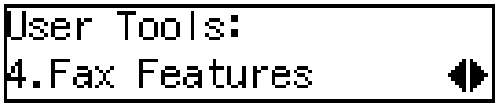
The following procedure describes how to delete initial settings.

1 **Press the 【User Tools】 key.**

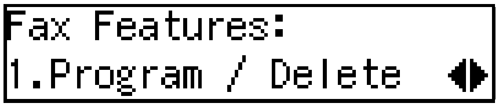



User Tools:
1.Counter ◀▶

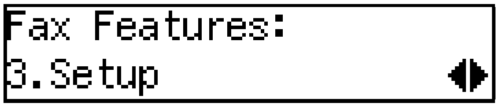
2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**


User Tools:
4.Fax Features ◀▶

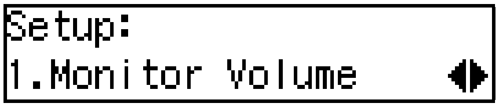
3 **Press the 【OK】 key.**


Fax Features:
1.Program / Delete ◀▶

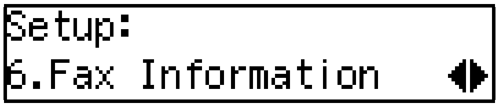
4 **Press ◁ or ▷ until " 3. Setup " is displayed.**


Fax Features:
3.Setup ◀▶

5 **Press the 【OK】 key.**

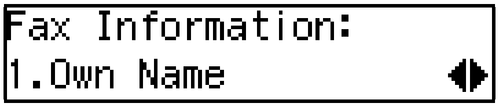

Setup:
1.Monitor Volume ◀▶

6 **Press ◁ or ▷ until " 6. Fax Information " is displayed.**



```
Setup:
6.Fax Information    ◀▶
```

7 **Press the 【OK】 key.**



```
Fax Information:
1.Own Name           ◀▶
```

8 **Press ◁ or ▷ to select the item that you want to delete.**

9 **Press the 【OK】 key.**

10 **Press the 【Clear/Stop】 key.**

11 **Press the 【OK】 key.**

12 **Press the 【User Tools】 key to return to standby display.**

Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Registering

The following procedure describes how to register fax numbers in Quick Dial keys. There are 16 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name (up to 20 characters)
- Label Insertion (whether to print the destination name on faxes sent to this number)

Important

❒ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See Chapter 5 “Printing Reports/Lists” in the Advanced Features manual.

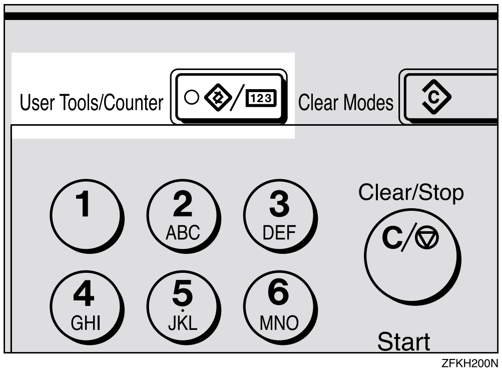
Limitation

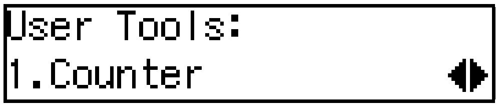
❒ When a registered Quick Dial key is being used for a standby Memory Transmission, the message " `This Dial is in Use. Cannot Change.` " is shown and you cannot change the destination for this key.

Note

❒ You can confirm fax numbers stored in Quick Dials on the Quick Dial List. See Chapter 5, "Printing Reports/Lists" in the Advanced Features manual.

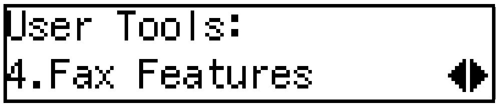
1 Press the【User Tools】key.





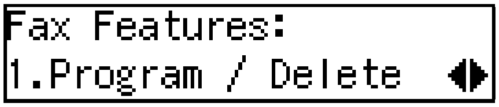
```
User Tools:
1.Counter              ◀▶
```

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features         ◀▶
```

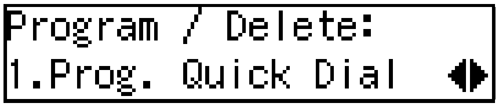
3 Press the【OK】key.



```
Fax Features:
1.Program / Delete     ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

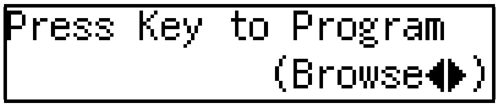
4 Press the【OK】key.



```
Program / Delete:
1.Prog. Quick Dial     ◀▶
```

Confirm that " 1. Prog. Quick Dial " is displayed.

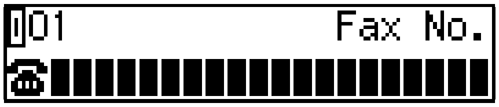
5 Press the 【OK】 key.



```
Press Key to Program
          (Browse◀▶)
```

6 Display the number of the Quick Dial key you want to register.

Press a Quick Dial key, or search using ◁ or ▷.

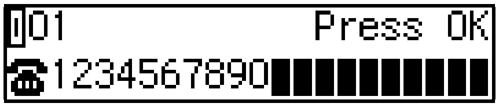


```
01             Fax No.
☎
```

Note

- ❒ If a Quick Dial has already been registered, the contents are displayed. Press ◁ or ▷ to select a Quick Dial that is not programmed, and then press the 【OK】 key.

7 Enter a fax number with the number keys.



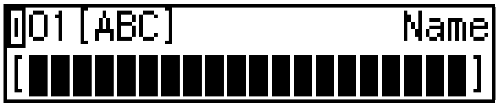
```
01            Press OK
☎1234567890
```

Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key and try again.
- ❒ If you press the 【Pause/Redial】 key, the last 10 fax numbers dialed are displayed. Press ◁ or ▷ to select the fax number you want to specify, and then press the 【OK】 key.
- ❒ Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number, and then press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD (See Chapter 3 “SEP Code” or “SUB Code” in the Advanced Features manual).

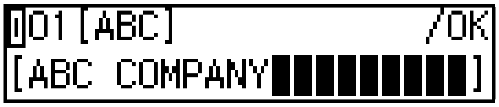
8 Press the 【OK】 key.

The fax number is programmed.



```
01 [ABC]          Name
[                    ]
```

9 Enter the destination name.



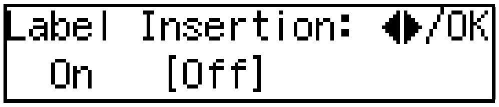
```
01 [ABC]           /OK
[ABC COMPANY         ]
```

Note

- ❒ Under rare circumstances, garbled characters may appear during name registration if you use the 【Pause/Redial】 key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using ◁ or ▷ and the 【Clear/Stop】 keys, then go on to enter the name.

10 Press the 【OK】 key.

The name is programmed.

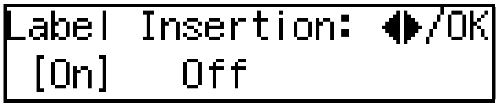


```
Label Insertion: ◀▶/OK
  On   [Off]
```

11 Press ◁ or ▷ to select either "On" or "Off".

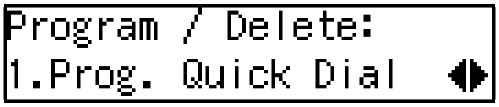
Note

- ❒ Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 “Label Insertion” in the Advanced Features manual.



```
Label Insertion: ◀▶/OK
 [On]   Off
```

12 Press the 【OK】 key.


Program / Delete:
1.Prog. Quick Dial ◀▶

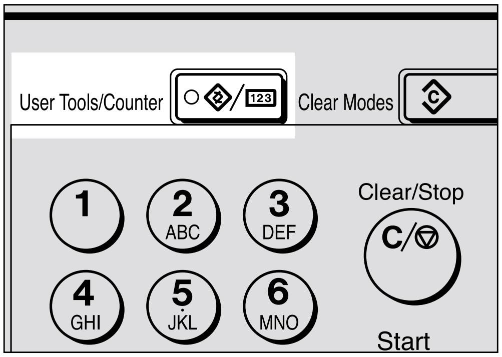
If you want to store another Quick Dial, go to step 5.

13 Press the 【User Tools】 key to return to standby display.

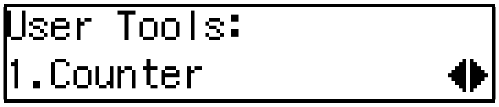
Editing

The following procedure describes how to edit fax numbers registered in Quick Dial keys.

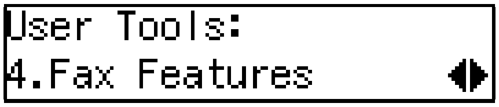
1 Press the 【User Tools】 key.



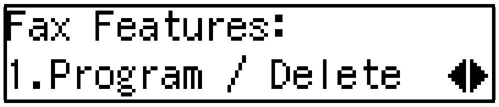
ZFKH200N


User Tools:
1.Counter ◀▶

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.

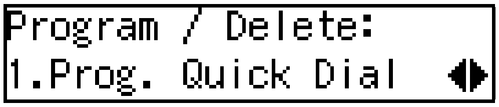

User Tools:
4.Fax Features ◀▶

3 Press the 【OK】 key.


Fax Features:
1.Program / Delete ◀▶

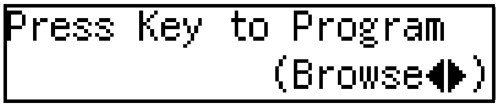
Confirm that " 1. Program / Delete " is displayed.

4 Press the 【OK】 key.


Program / Delete:
1.Prog. Quick Dial ◀▶

Confirm that " 1. Prog. Quick Dial " is displayed.

5 Press the 【OK】 key.


Press Key to Program
(Browse◀▶)

6 Display the number of the Quick Dial key you want to edit.

Press a Quick Dial key, or search using ◁ or ▷.

7 Press the 【OK】 key.

8 Press the 【Clear/Stop】 key, and then reenter the fax number with the number keys.

Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key and try again.
- ❒ If you press the 【Pause/Redial】 key, the last 10 fax numbers dialed are displayed. Press ◁ or ▷ to select the fax number you want to specify, and then press the 【OK】 key.
- ❒ Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number and press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD (See Chapter 3 “SEP Code” or “SUB Code” in the Advanced Features manual).

9 Press the 【OK】 key.

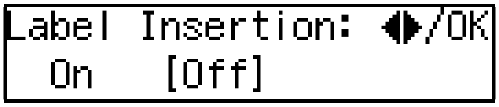
10 Press the 【Clear/Stop】 key, and then reenter the destination name.

Note

- ❒ Under rare circumstances, garbled characters may appear during name registration if you use the 【Pause/Redial】 key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using ◁ or ▷ and the 【Clear/Stop】 keys, and then go on to enter the name.

11 Press the 【OK】 key.

The name is programmed.

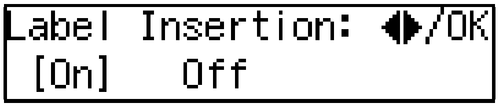


```
Label Insertion: ◀▶/OK
  On    [Off]
```

12 Press ◁ or ▷ to select either "On" or "Off".

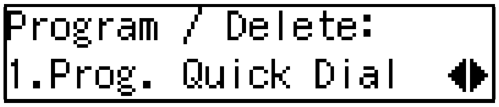
Note

- ❒ Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 “Label Insertion” in the Advanced Features manual.



```
Label Insertion: ◀▶/OK
 [On]   Off
```

13 Press the 【OK】 key.



```
Program / Delete:
1.Prog. Quick Dial   ◀▶
```

If you want to store another Quick Dial, go to step 5.

14 Press the 【User Tools】 key to return to standby display.

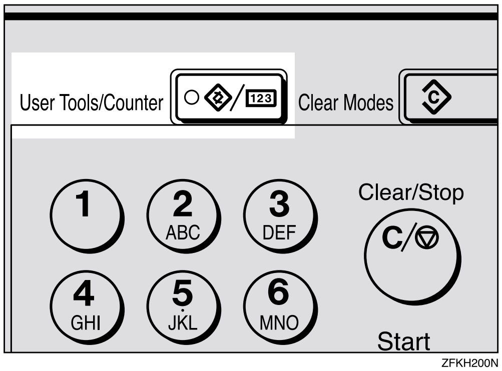
Deleting

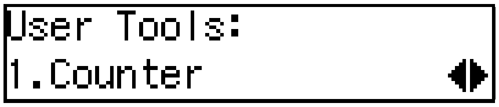
The following procedure describes how to delete fax numbers registered in Quick Dial keys.

Limitation

- ❒ When a Quick Dial key is being used for a standby Memory Transmission, the message " `This Dial is in Use. Cannot Delete.` " is shown and you cannot delete the destination for this key.

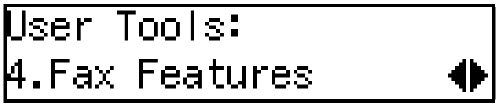
1 Press the 【User Tools】 key.





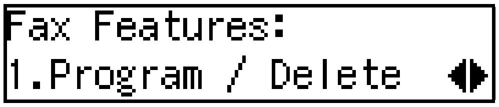
```
User Tools:
1.Counter          ◀▶
```

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features     ◀▶
```

3 Press the 【OK】 key.

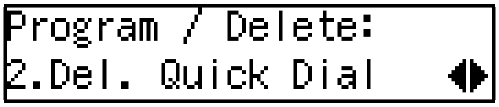


```
Fax Features:
1.Program / Delete ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

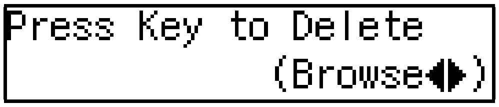
4 Press the 【OK】 key.

5 Press ◁ or ▷ until " 2. Del. Quick Dial " is displayed.



```
Program / Delete:
2.Del. Quick Dial   ◀▶
```

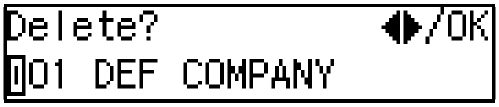
6 Press the 【OK】 key.



```
Press Key to Delete
            (Browse◀▶)
```

7 Display the Quick Dial key that you want to delete.

Press a Quick Dial key or search by pressing ◁ or ▷.

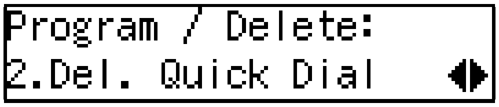


```
Delete?         ◀▶/OK
001 DEF COMPANY
```

The number of the Quick Dial key and the fax number or name are displayed.

8 Press the 【OK】 key.

The stored data (fax number and name) is deleted.



```
Program / Delete:
2.Del. Quick Dial   ◀▶
```

If you want to delete another Quick Dial key, go to step 6.

9 Press the 【User Tools】 key to return to standby display.

Quick Dial Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial keys. The template will have destination or Group names programmed in Quick Dial keys.

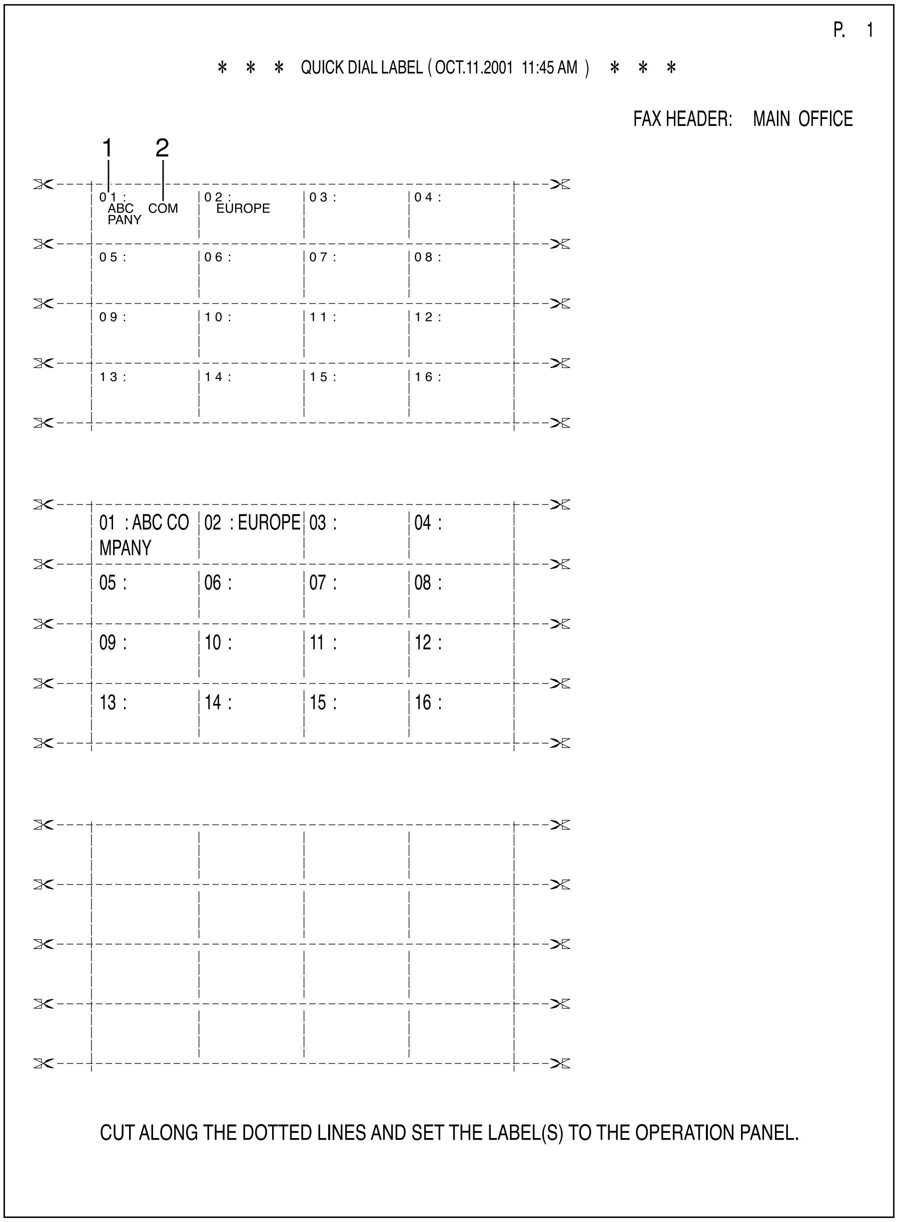
Limitation

- ❒ Set the label paper to landscape in the Bypass Tray. Portrait position will print the wrong size.

Note

- ❒ To print the label template, see Chapter 5 "Printing Reports/Lists" in the Advanced Features manual.

Label paper



P. 1

* * * QUICK DIAL LABEL (OCT.11.2001 11:45 AM) * * *

FAX HEADER: MAIN OFFICE

01 : ABC COM PANY	02 : EUROPE	03 :	04 :
05 :	06 :	07 :	08 :
09 :	10 :	11 :	12 :
13 :	14 :	15 :	16 :

01 : ABC CO MPANY	02 : EUROPE	03 :	04 :
05 :	06 :	07 :	08 :
09 :	10 :	11 :	12 :
13 :	14 :	15 :	16 :

CUT ALONG THE DOTTED LINES AND SET THE LABEL(S) TO THE OPERATION PANEL.

ZFKH210N

1. Quick Dial key number

2. Destination name

Speed Dial

Registering

If you register numbers in Speed Dials, you can specify the fax number simply by pressing the 【Speed Dial】 key, and entering a two-digit Speed Dial number.

The following procedure describes how to register fax numbers in Speed Dials.

You can register the following items in a Speed Dial:

- Destination fax number (up to 50 numbers, up to 254 digits for each number)
- Destination name (up to 20 characters)
- A Telephone Directory search letter (A to Z)
- Label Insertion (whether to print the destination name on faxes sent to this number)

Important

❒ We recommend that you print the Speed Dial list and keep it when you register or change a destination.

Limitation

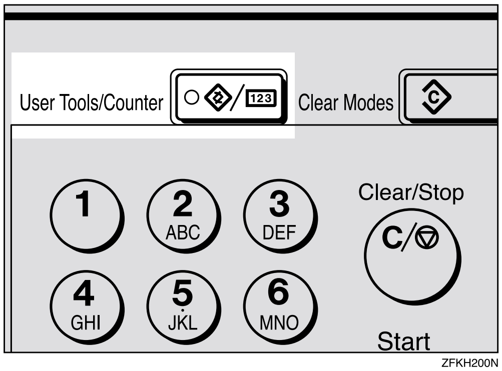
❒ When a registered Speed Dial is being used for a standby Memory Transmission, the message " `This Dial is in Use. Cannot Change.` " is shown and you cannot change the destination for this Quick Dial. .

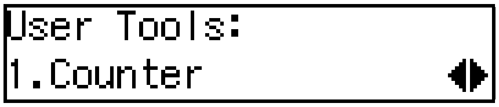
Note

❒ You can specify codes 00 to 49.

❒ You can confirm the contents of Speed Dial numbers in the Speed Dial List. See Chapter 5, "Printing Reports/Lists" in the Advanced Features manual.

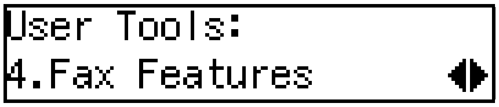
1. **Press the 【User Tools】 key.**





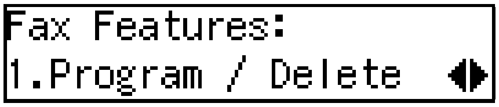
```
User Tools:
1.Counter            ◀▶
```

2. **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



```
User Tools:
4.Fax Features       ◀▶
```

3. **Press the 【OK】 key.**

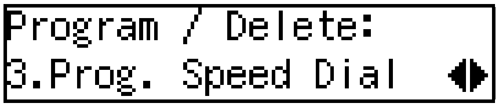


```
Fax Features:
1.Program / Delete   ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

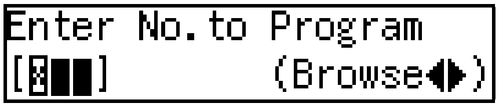
4. **Press the 【OK】 key.**

5. **Press ◁ or ▷ until " 3. Prog. Speed Dial " is displayed.**



```
Program / Delete:
3.Prog. Speed Dial   ◀▶
```

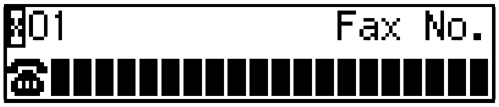
6. **Press the 【OK】 key.**



```
Enter No.to Program
[███]        (Browse◀▶)
```

7 Display the number of the Speed Dial you want to register (00 to 49).

Enter the Speed Dial number with the number keys, or search using ◁ or ▷.

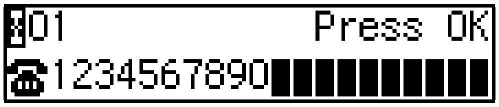


```
01              Fax No.
☎
```

Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key and try again.
- ❒ If a Speed Dial number has already been stored, the contents are displayed. Press ◁ or ▷ to select an unprogrammed number, then press the 【OK】 key.

8 Enter a fax number with the number keys.



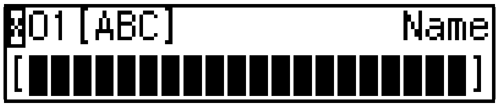
```
01             Press OK
☎1234567890
```

Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key and try again.
- ❒ If you press the 【Pause/Redial】 key, the last 10 fax numbers dialed are displayed. Press ◁ or ▷ to select the fax number you want to specify, and then press the 【OK】 key.

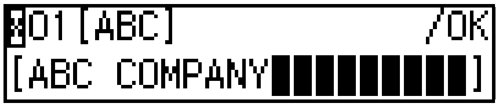
9 Press the 【OK】 key.

The fax number is programmed.



```
01[ABC]            Name
[                      ]
```

10 Enter the Destination name.



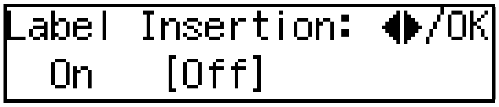
```
01[ABC]             /OK
[ABC COMPANY          ]
```

Note

- ❒ If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the 【Clear/Stop】 key, and then enter another name.

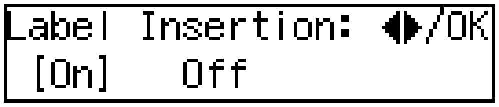
11 Press the 【OK】 key.

The search letter is registered.



```
Label Insertion: ◀▶/OK
  On    [Off]
```

12 Press ◁ or ▷ to select "On" or "Off".

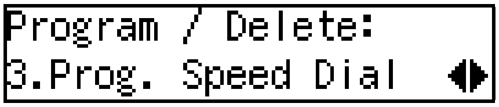


```
Label Insertion: ◀▶/OK
 [On]    Off
```

Note

- ❒ Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

13 Press the 【OK】 key.



```
Program / Delete:
3.Prog. Speed Dial   ◀▶
```

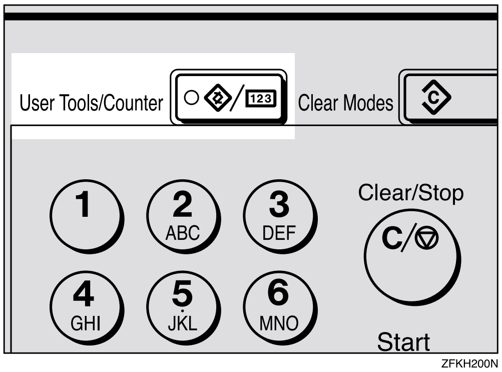
If you want to store another Speed Dial number, go to step 6.

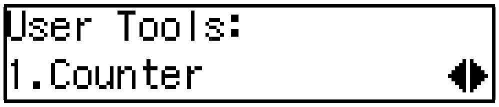
14 Press the 【User Tools】 key to return to standby display.

Editing

The following procedure describes how to edit registered Speed Dial numbers.

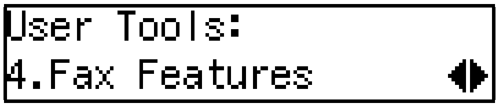
1 Press the 【User Tools】 key.





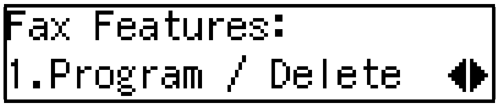
```
User Tools:
1.Counter              ◀▶
```

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features         ◀▶
```

3 Press the 【OK】 key.

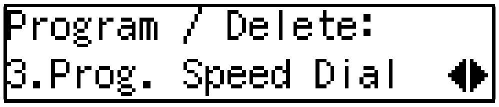


```
Fax Features:
1.Program / Delete     ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

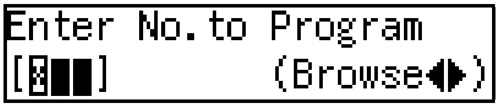
4 Press the 【OK】 key.

5 Press ◁ or ▷ until " 3. Prog. Speed Dial " is displayed.



```
Program / Delete:
3.Prog. Speed Dial     ◀▶
```

6 Press the 【OK】 key.



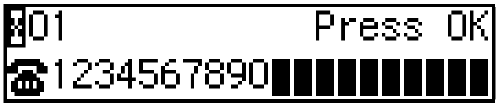
```
Enter No.to Program
[███]         (Browse◀▶)
```

7 Display the number of the Speed Dial you want to edit (00 to 49).

Enter the Speed Dial number with the number keys, or search using ◁ or ▷.

8 Press the 【OK】 key.

9 Press the 【Clear/Stop】 key, and then reenter a fax number with the number keys.



```
█01             Press OK
☎1234567890██████████
```

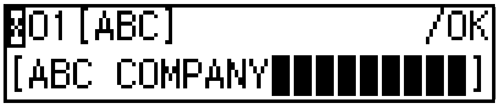
Note

- ❒ If you make a mistake, press the 【Clear/Stop】 key and try again.
- ❒ If you press the 【Pause/Redial】 key, the last 10 fax numbers dialed are displayed. Press ◁ or ▷ to select the fax number you want to specify, and then press the 【OK】 key.

10 Press the 【OK】 key.

The fax number is programmed.

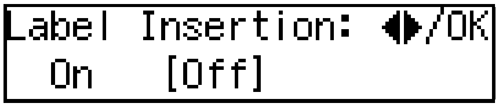
11 Press the 【Clear/Stop】 key, and then reenter the Destination name.



```
█01[ABC]             /OK
[ABC COMPANY█████████]
```

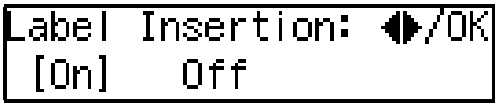
12 Press the 【OK】 key.

The search letter is registered.



```
Label Insertion: ◀▶/OK
  On    [Off]
```

13 Press ◁ or ▷ to select "On" or "Off".

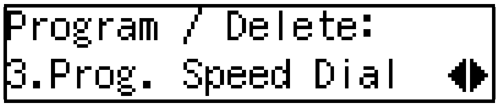


```
Label Insertion: ◀▶/OK
 [On]   Off
```

Note

- ❒ Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 1 "Label Insertion" in the Advanced Features manual.

14 Press the 【OK】 key.



```
Program / Delete:
3.Prog. Speed Dial  ◀▶
```

If you want to edit another Speed Dial number, go to step **6**.

15 Press the 【User Tools】 key to return to standby display.

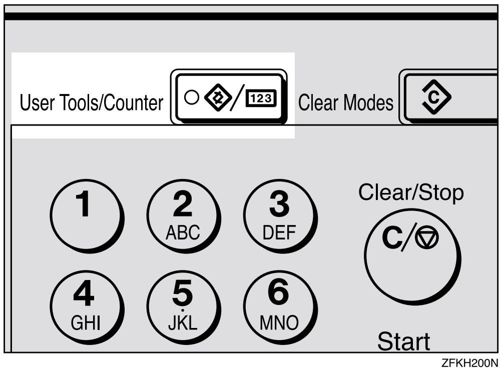
Deleting

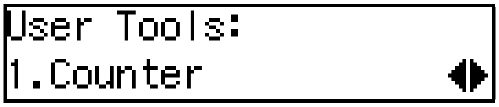
The following procedure describes how to delete fax numbers in Speed Dials.

Limitation

- ❒ If a registered Speed Dial is being used for a standby Memory Transmission, the message " `This Dial is in Use. Cannot Delete.` " is shown and you cannot delete the destination for this Speed Dial.

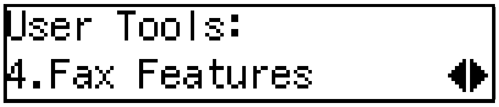
1 Press the 【User Tools】 key.





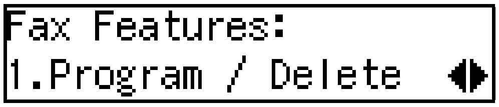
```
User Tools:
1.Counter           ◀▶
```

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features      ◀▶
```

3 Press the 【OK】 key.

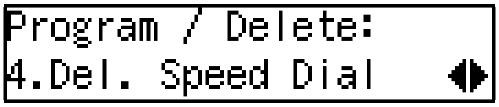


```
Fax Features:
1.Program / Delete  ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

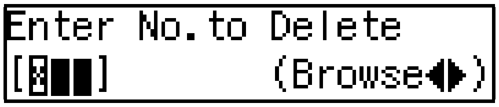
4 Press the 【OK】 key.

5 Press ◁ or ▷ until " 4. Del. Speed Dial " is displayed.



```
Program / Delete:
4.Del. Speed Dial    ◀▶
```

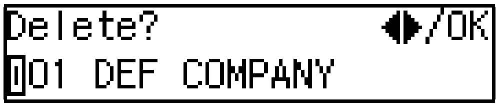
6 Press the 【OK】 key.



```
Enter No.to Delete
[▮▮▮]       (Browse◀▶)
```

7 Display the Speed Dial number you want to delete (00 to 49).

Enter the Speed Dial number with the number keys or search using ◁ or ▷.

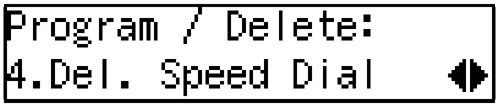


```
Delete?           ◀▶/OK
001 DEF COMPANY
```

The Speed Dial number and the fax number or name are displayed.

8 Press the 【OK】 key.

The programmed data (fax number and name) is deleted.



```
Program / Delete:
4.Del. Speed Dial    ◀▶
```

If you want to delete another name, go to step **6**.

9 Press the 【User Tools】 key to return to standby display.

Groups

If you regularly broadcast documents to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

There are two ways of programming Groups:

❖ Registering groups in Quick Dial keys

If you register a group in a Quick Dial key, you can specify that group by pressing a Quick Dial key. However, if you use Quick Dial keys to register groups, you will be able to register fewer Quick Dial keys .

Limitation

- ❒ You cannot register another function (Quick Dials) in a Quick Dial key already used for a group. Also, you cannot register groups in a Quick Dial key already used for another function.

❖ Assigning the Group Functions to the Group key

To assign the Group Function to the Group key, you must first assign the Group function to a User Function key. To send a fax, press the Group key, and then enter the group number (1 to 5). To select a Group using a Group key, one more step is required than when using a Quick Dial key. However, multiple Groups (a maximum of five) can be stored in a Group key, thus leaving the Quick Dial keys to be used more effectively.

Registering

You can register the following items in a Group:

- Destination fax numbers
- Group name (up to 20 characters)

You can enter destination numbers by Quick Dial keys, Speed Dials, or the number keys.

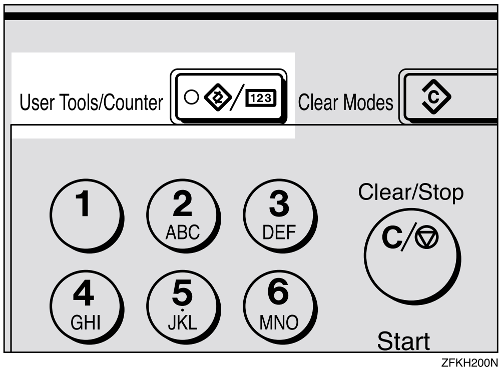
Note

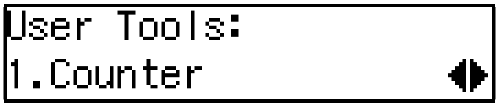
- ❒ You can register up to 5 Groups.
- ❒ The maximum number of destinations you can register in a Group is 133.
- ❒ The combined maximum number of destinations you can register in all Groups is 133. This 133 can be composed of up to 16 Quick Dial numbers, 50 Speed Dial numbers and 67 numbers entered directly with the number keys.
- ❒ The number of destinations that can be registered with the number keys depends on how the machine is used. In theory you can register up to a combined maximum of 67 destinations with the number keys for all groups.
- ❒ If you register 67 destinations with the number keys, Memory Transmission using the number keys becomes unavailable, and only Immediate Transmission is available.
- ❒ If you register a Group with the number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot register any more destinations even when the number of specified destination is 66 or less.

- ❐ It is recommended that you print the Group Dial list and keep it when you register or change destinations. See Chapter 5, "Printing Reports/ Lists" in the Advanced Features manual.
- ❐ If you register the same destination in different Groups, it is only counted as one item.
- ❐ How to count numbers.

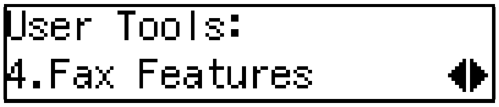
	Registered destinations	Total Number of items
Group 1	Quick Dial: [01], [03], [05] Speed Dial: [02], [04], [06] number key: 12345678	9
Group 2	Quick Dial: [01], [05] Speed Dial: [02], [04], [09] number key: 12345678, 87654321	

1 **Press the 【User Tools】 key.**

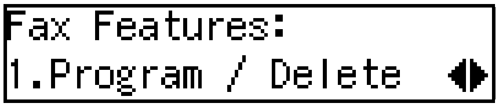



User Tools:
1.Counter ◀▶

2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**


User Tools:
4.Fax Features ◀▶

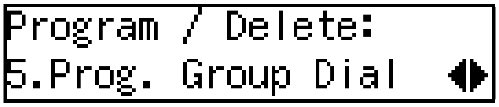
3 **Press the 【OK】 key.**


Fax Features:
1.Program / Delete ◀▶

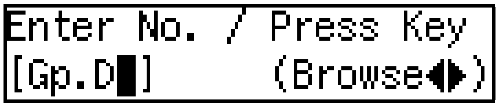
Confirm that " 1. Program / Delete " is displayed.

4 **Press the 【OK】 key.**

5 **Press ◁ or ▷ until " 5. Prog. Group Dial " is displayed.**

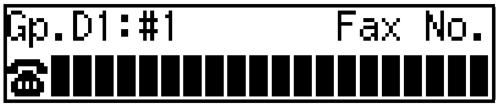

Program / Delete:
5.Prog. Group Dial ◀▶

6 **Press the 【OK】 key.**


Enter No. / Press Key
[Gp.D█] (Browse◀▶)

7 **Display the number of the Group you want to register (1 to 5).**

Enter the group number with the number keys, or search using ◁ or ▷.

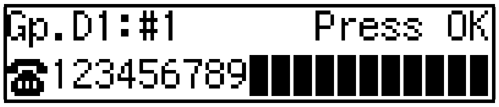

Gp.D1:#1 Fax No.
☎████████████████████

Note

- ❐ If you make a mistake, press the 【Cancel】 key and try again.
- ❐ If a group has already been stored, the contents are displayed. Press ◁ or ▷ to select a group number that is not programmed, and then press the 【OK】 key.
- ❐ If a group is programmed, but no name is specified, the group number only is displayed on the lower line of the display.

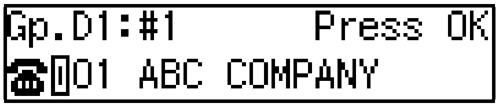
8 **Specify the destination using one of the following three methods:**

Enter the fax number with the number keys.



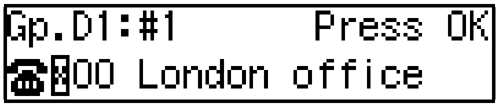
```
Gp.D1:#1      Press OK
☎123456789███████████
```

Press a Quick Dial key.



```
Gp.D1:#1      Press OK
☎▯01 ABC COMPANY
```

Press the 【Speed Dial】 key, and then enter a Speed Dial number.

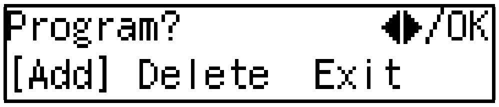


```
Gp.D1:#1      Press OK
☎▯00 London office
```

9 **Press the 【OK】 key.**

The destination is programmed.

10 **Press the ◁ or ▷ to select " Add " or " Exit ".**



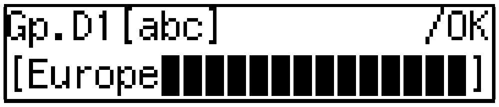
```
Program?         ◀▶/OK
[Add] Delete  Exit
```

11 **Press the 【OK】 key.**

If you selected " Exit ", go to step **13**.

12 **Repeat step 7 to 11 for all the destinations you want to register in the Group.**

13 **Enter the Group name.**

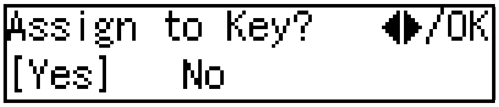


```
Gp.D1[abc]         /OK
[Europe███████████████]
```

Note

- ❒ If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the 【Clear/Stop】 key, and then enter another name.

14 **Press the 【OK】 key to register the Group.**

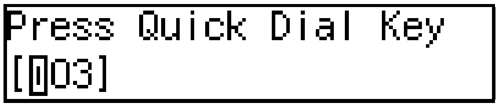


```
Assign to Key?   ◀▶/OK
[Yes]   No
```

15 **Press ◁ or ▷ to select "Yes" or "No" to be programmed in the Quick Dial key. Then press the 【OK】 key.**

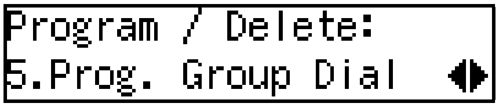
If you selected " No ", go to step **18**.

16 **Press the Quick Dial key you want to register in the Group.**



```
Press Quick Dial Key
[▯03]
```

17 **Press the 【OK】 key.**



```
Program / Delete:
5.Prog. Group Dial  ◀▶
```

18 **Press the 【User Tools】 key to return to standby display.**

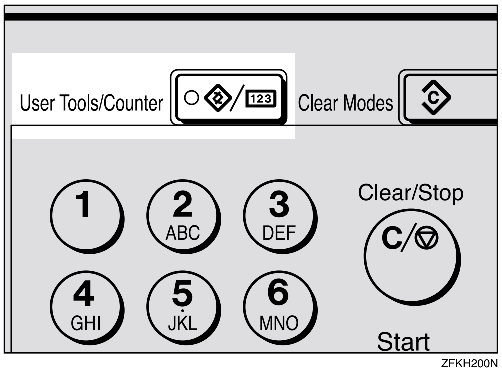
Editing

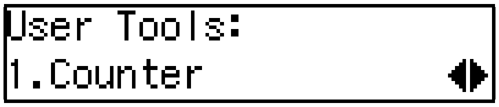
You can edit the group name or add destinations for programmed groups. To edit a destination:

- For destinations programmed in Quick Dial or Speed Dial, edit the contents of the programmed Quick Dial or Speed Dial.
- For destinations programmed with the number keys, delete the destination you want to edit from the group, and then program the new destination.

Editing a Group Name

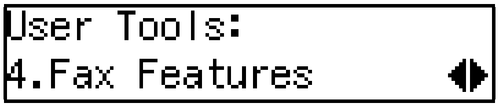
1 Press the 【User Tools】 key.





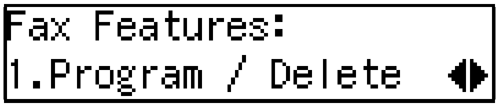
```
User Tools:
1.Counter        ◀▶
```

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features   ◀▶
```

3 Press the 【OK】 key.

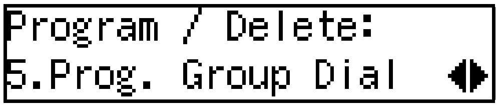


```
Fax Features:
1.Program / Delete ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

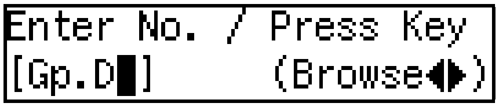
4 Press the 【OK】 key.

5 Press ◁ or ▷ until " 5. Prog. Group Dial " is displayed.



```
Program / Delete:
5.Prog. Group Dial ◀▶
```

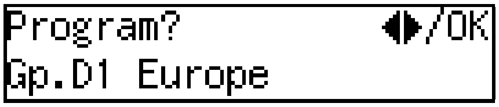
6 Press the 【OK】 key.



```
Enter No. / Press Key
[Gp.D█]     (Browse◀▶)
```

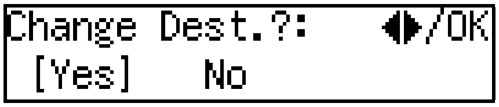
7 Display the number of the group you want to edit (1 to 5).

Enter the group number with the number keys, or search using ◁ or ▷.



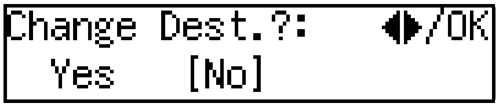
```
Program?         ◀▶/OK
Gp.D1 Europe
```

8 Press the 【OK】 key.



```
Change Dest.?:   ◀▶/OK
 [Yes]   No
```

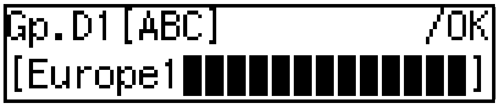
9 Press ◁ or ▷ to select "No".



```
Change Dest.?:   ◀▶/OK
  Yes   [No]
```

10 Press the 【OK】 key.

11 Press the 【Clear/Stop】 key, and then enter the new name.



```
Gp.D1[ABC]          /OK
[Europe1█████████████]
```

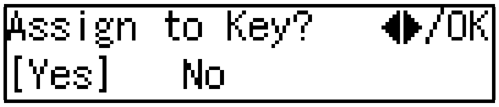
Note

- ❒ If you want to delete a character of the name, press the 【Clear/Stop】 key.
- ❒ If you press the 【Cancel】 key, the display will return to that shown for step 5.

12 Press the 【OK】 key.

The name is changed.

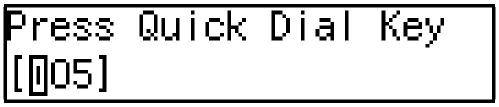
13 Press ◁ or ▷ to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.



```
Assign to Key?   ◀▶/OK
[Yes]   No
```

14 Press the 【OK】 key.

If you selected "No", go to step 16.

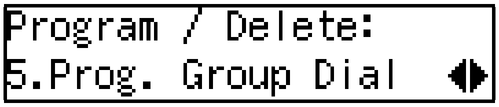


```
Press Quick Dial Key
[005]
```

Note

- ❒ If you want to edit a programmed Quick Dial key, press the Quick Dial key, and then the 【OK】 key.

15 Press the 【OK】 key.



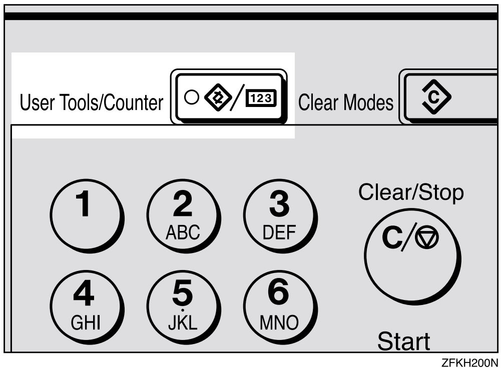
```
Program / Delete:
5.Prog. Group Dial ◀▶
```

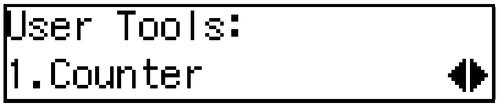
If you want to program another group name, go to step 6.

16 Press the 【User Tools】 key to return to standby mode.

Adding a Fax Number to a Group

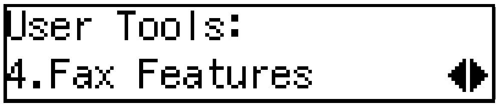
1 Press the 【User Tools】 key.





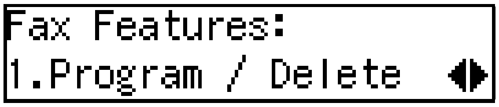
```
User Tools:
1.Counter          ◀▶
```

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features     ◀▶
```

3 Press the 【OK】 key.

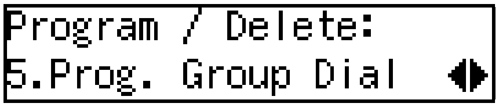


```
Fax Features:
1.Program / Delete ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

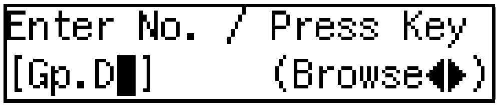
4 Press the 【OK】 key.

5 Press ◁ or ▷ until " 5. Prog. Group Dial " is displayed.



```
Program / Delete:
5.Prog. Group Dial ◀▶
```

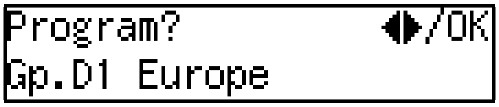
6 Press the 【OK】 key.



```
Enter No. / Press Key
[Gp.D█]     (Browse◀▶)
```

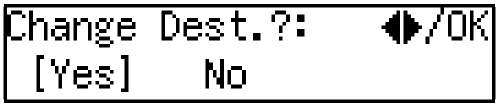
7 Display the number of the group to which you want to add a number (1 to 5).

Enter the group number with the number keys, or search using ◁ or ▷.



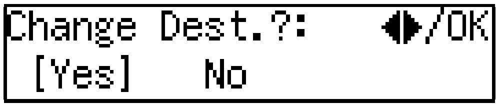
```
Program?         ◀▶/OK
Gp.D1 Europe
```

8 Press the 【OK】 key.



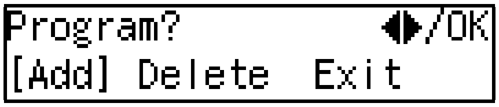
```
Change Dest.?:   ◀▶/OK
 [Yes]   No
```

9 Press ◁ or ▷ to select "Yes".



```
Change Dest.?:   ◀▶/OK
 [Yes]   No
```

10 Press the 【OK】 key

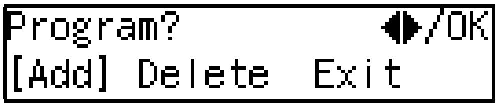


```
Program?         ◀▶/OK
[Add] Delete  Exit
```

Note

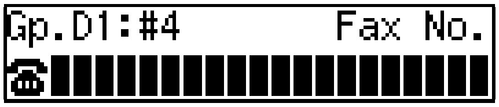
- ❒ If you have finished adding destinations, select "Exit" and go to step 17.

11 Press ◁ or ▷ to select "Add".



```
Program?         ◀▶/OK
[Add] Delete  Exit
```

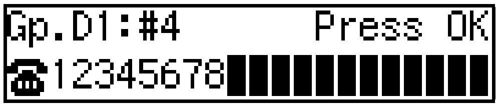
12 Press the 【OK】 key.



```
Gp.D1:#4        Fax No.
☎████████████████████
```

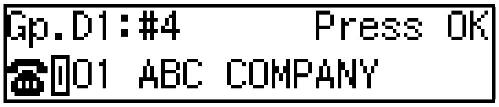
13 Specify the destination using one of the following three methods:

Enter the fax number with the number keys.



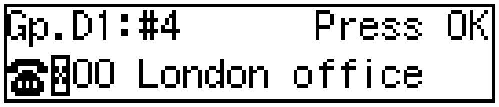
```
Gp.D1:#4      Press OK
☎12345678████████████
```

Press a Quick Dial key.



```
Gp.D1:#4      Press OK
☎█01 ABC COMPANY
```

Press the 【Speed Dial】 key and enter a Speed Dial number.



```
Gp.D1:#4      Press OK
☎█00 London office
```

Note

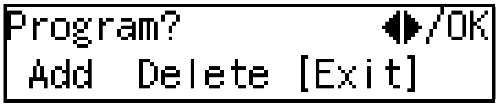
- ❒ If you specify a Quick Dial or Speed Dial that is not programmed, "`This key is Not Programmed`" is displayed. Respecify the destination.

14 Press the 【OK】 key.

The destination is added.

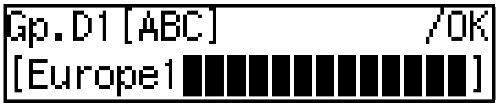
15 To add another destination, repeat steps 11 to 14.

16 If you have finished adding destinations, select "Exit".



```
Program?         ◀▶/OK
 Add  Delete [Exit]
```

17 Press the 【OK】 key.

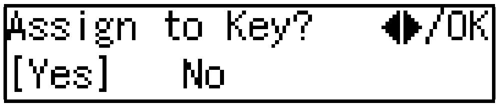


```
Gp.D1[ABC]          /OK
[Europe1█████████████]
```

Note

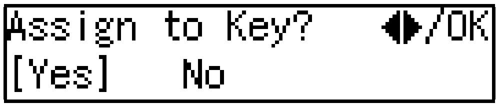
- ❒ If you want to change the group name, press the 【Clear/Stop】 key and enter the new name.

18 **Press the 【OK】 key.**



Assign to Key? ◀▶/OK
[Yes] No

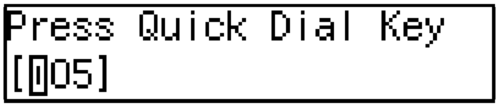
19 **Press ◁ or ▷ to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.**



Assign to Key? ◀▶/OK
[Yes] No

20 **Press the 【OK】 key.**

If you selected "No", go to step **22**.

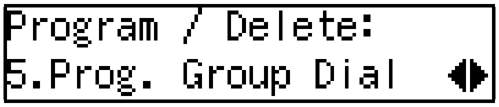


Press Quick Dial Key
[005]

Note

- ❒ If you want to edit a programmed Quick Dial, press the Quick Dial key, and then the 【OK】 key.

21 **Press the 【OK】 key.**



Program / Delete:
5.Prog. Group Dial ◀▶

If you want to add another destination to the group, go to step **6**.

22 **Press the 【User Tools】 key to return to standby mode.**

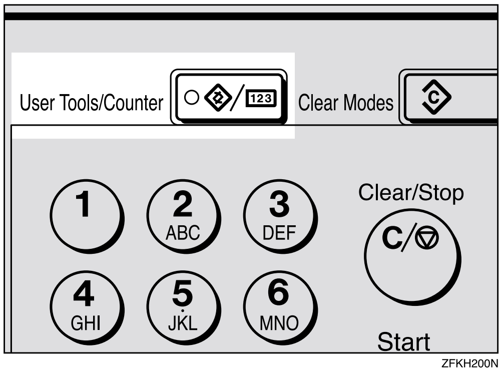
Deleting

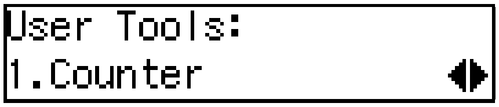
The following procedure describes how to delete a destination from a group.

- When you delete a destination from a group programmed in a Quick Dial or a Speed Dial, the contents of the Quick Dial or Speed Dial are not deleted.

To delete a destination from a group

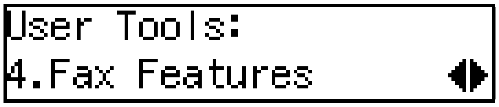
1 **Press the 【User Tools】 key.**





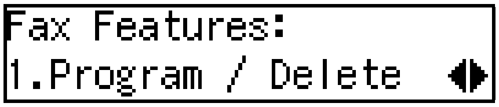
User Tools:
1.Counter ◀▶

2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



User Tools:
4.Fax Features ◀▶

3 **Press the 【OK】 key.**

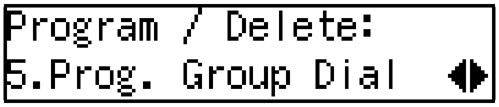


Fax Features:
1.Program / Delete ◀▶

Confirm that " 1. Program / Delete " is displayed.

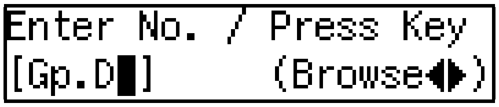
4 **Press the 【OK】 key.**

5 **Press ◁ or ▷ until " 5. Prog. Group Dial " is displayed.**



```
Program / Delete:
5.Prog. Group Dial  ◀▶
```

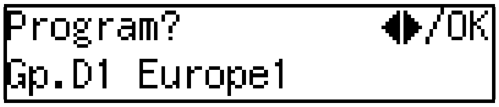
6 **Press the 【OK】 key.**



```
Enter No. / Press Key
[Gp.D▮]     (Browse◀▶)
```

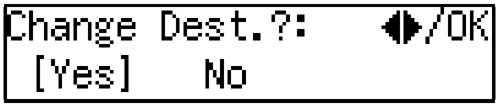
7 **Display the group number for the destination you want to delete (1 to 5).**

Enter the group number with the number keys, or search using ◁ or ▷.



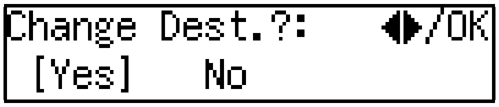
```
Program?          ◀▶/OK
Gp.D1 Europe1
```

8 **Press the 【OK】 key.**



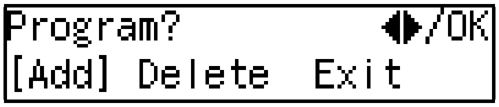
```
Change Dest.?:    ◀▶/OK
 [Yes]   No
```

9 **Press ◁ or ▷ to select "Yes".**



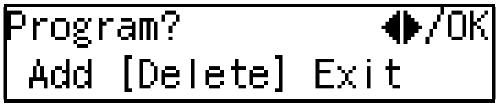
```
Change Dest.?:    ◀▶/OK
 [Yes]   No
```

10 **Press the 【OK】 key.**



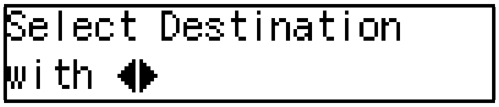
```
Program?          ◀▶/OK
[Add] Delete  Exit
```

11 **Press ◁ or ▷ to select "Delete".**



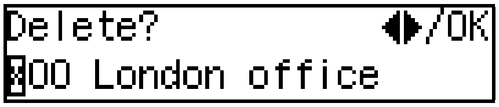
```
Program?          ◀▶/OK
 Add [Delete] Exit
```

12 **Press the 【OK】 key.**



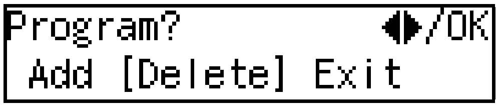
```
Select Destination
with ◀▶
```

13 **Press ◁ or ▷ to display the destination you want to delete.**



```
Delete?           ◀▶/OK
000 London office
```

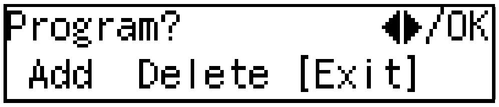
14 **Press the 【OK】 key.**



```
Program?          ◀▶/OK
 Add [Delete] Exit
```

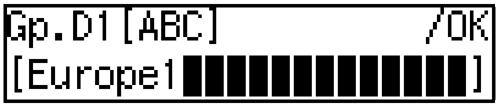
To delete another destination, repeat steps 12 to 14.

15 **If you are finished deleting destinations, press ◁ or ▷ to select "Exit".**



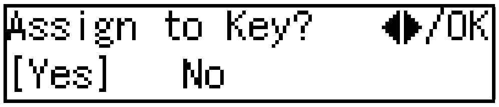
```
Program?          ◀▶/OK
 Add  Delete [Exit]
```

16 **Press the 【OK】 key.**



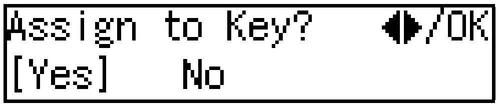
```
Gp.D1[ABC]          /OK
[Europe1█████████████]
```

17 **Press the 【OK】 key.**



```
Assign to Key?    ◀▶/OK
[Yes]   No
```

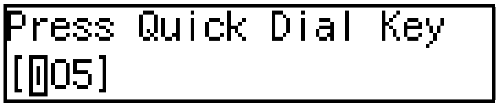
18 **Press ◁ or ▷ to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.**



```
Assign to Key?    ◀▶/OK
[Yes]   No
```

19 **Press the 【OK】 key.**

If you selected "No", go to step 21.

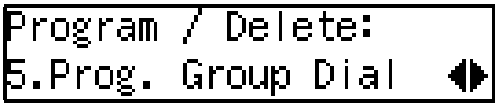


```
Press Quick Dial Key
[005]
```

Note

- ❒ If you want to edit a programmed Quick Dial key, press the Quick Dial key and then the 【OK】 key.

20 **Press the 【OK】 key to return to standby mode.**



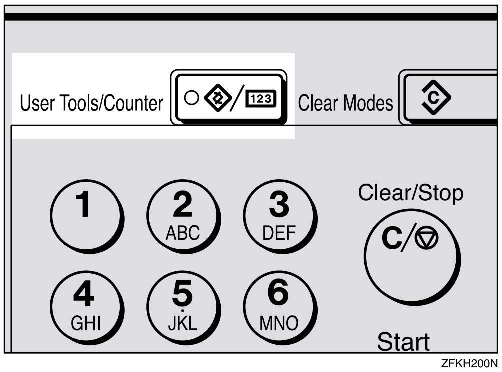
```
Program / Delete:
5.Prog. Group Dial  ◀▶
```

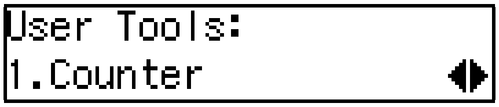
If you want to delete another destination from the group, go to step **6**.

21 **Press the 【User Tools】 key to return to standby mode.**

To delete an entire group

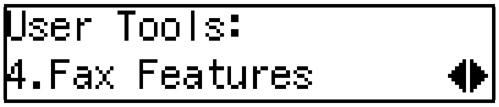
1 **Press the 【User Tools】 key.**





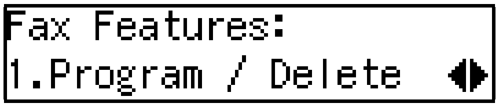
```
User Tools:
1.Counter           ◀▶
```

2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



```
User Tools:
4.Fax Features      ◀▶
```

3 **Press the 【OK】 key.**

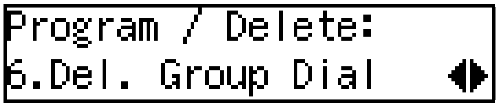


```
Fax Features:
1.Program / Delete  ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

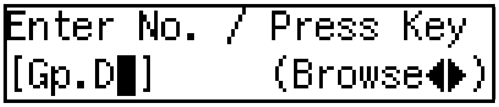
4 **Press the 【OK】 key.**

5 **Press ◁ or ▷ until " 6. Del. Group Dial " is displayed.**



```
Program / Delete:
6.Del. Group Dial   ◀▶
```

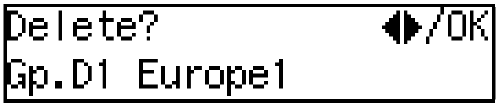
6 **Press the 【OK】 key.**



```
Enter No. / Press Key
[Gp.D█]     (Browse◀▶)
```

7 **Display the number of the group you want to delete (1 to 5).**

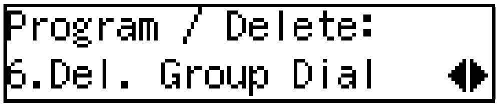
Enter the group number with the number keys, or search using ◁ or ▷.



```
Delete?          ◀▶/OK
Gp.D1 Europe1
```

8 **Press the 【OK】 key.**

The entire Group is deleted.



```
Program / Delete:
6.Del. Group Dial   ◀▶
```

9 **Press the 【User Tools】 key to return to standby display.**

To change and delete Quick Dials programmed as groups:

To store an entire group under a different Quick Dial key, or to delete the group from the Quick Dial key altogether, perform the following procedure:

① Press the **【User Tools】** key.

② Press ◁ or ▷ until " 4. Fax Features " is displayed.

③ Press the **【OK】** key.

④ Press the **【OK】** key, and then press ◁ or ▷ to display "5. Prog. Group Dial".

⑤ Press the **【OK】** key.

⑥ Enter the group number (1 to 5).

⑦ Press the **【OK】** key.

⑧ Press ◁ or ▷ to select "No", and then press the **【OK】** key.

⑨ Press the **【OK】** key.

⑩ If you want to change the Quick Dial key, press "Yes", and if you want to delete the Quick Dial key, press "No".

⑪ Press the **【OK】** key.
If you selected "No" in step ⑨, the Quick Dial key is deleted. Go to step ⑬.

⑫ If you want to change the Quick Dial key, press the new Quick Dial key.

⑬ Press the **【OK】** key.
The Quick Dial key is changed.

⑭ Press the **【User Tools】** key to return to standby mode.

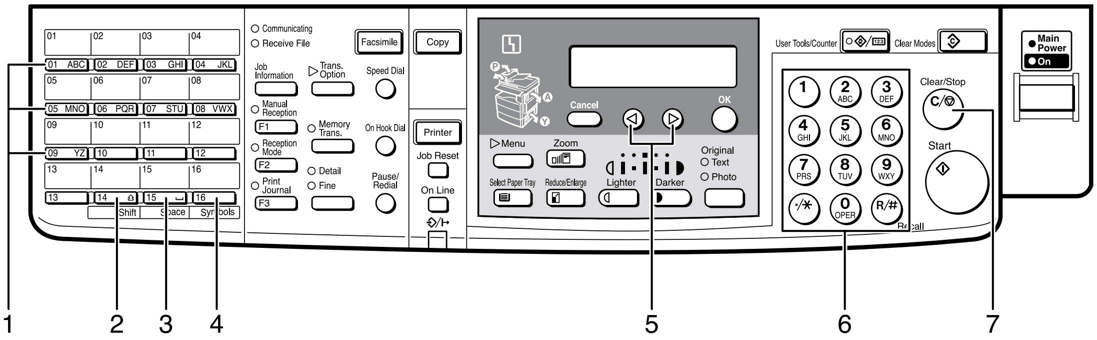
Entering Characters

This section describes how to enter characters.

Available Characters

- Letters:
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols:
  – _ (space) . , ( ) / @ & $! ' # * % + : ; < = > ? ^ [ ] ` { | } ~
- Numbers:
  0123456789

Keys



1. Quick Dial 01 to Quick Dial 09 (A to Z)

Press these keys to enter upper and lower case letters.

Every time you press the same Quick Dial key, one of the three letters printed on a Quick Dial key is displayed. For example, when you press Quick Dial 01, letters in display are changed A → B → C → A as you press the key. Press ▷ to move cursor and enter next one.

2. 【Shift】 key (Quick Dial 14)

Use to switch between upper and lower case.

3. 【Space】 key (Quick Dial 15)

Press to enter a space.

4. 【Symbol】 key (Quick Dial 16)

Press to enter symbols.

5. ◁ or ▷

Use to move the cursor left or right and select the symbol.

6. Number keys

Use to enter numbers.

7. 【Clear/Stop】 key

Deletes a character at the cursor position. Even if the cursor is placed to the right of the character, you can delete a character at the right end of a line.

How to Enter Characters

The following procedure describes how to enter characters.

Note

❒ When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

1 Enter letters, symbols or numbers.

Characters are entered and the cursor moves.

- For letters, press the Quick Dial keys (01 to 09). When the desired letter is displayed, press ▷.
- For symbols, press the 【**Symbol**】 key and ◁ or ▷ to select the symbol, and then press the 【**OK**】 key.
- For numbers, press the number key.

Note

❒ When you make a mistake, press the 【**Clear/Stop**】 key.

❒ When you want to insert a character, move the cursor to the character right of the position you want to enter. Now the inserted character is shown left of the cursor position.

2 Press the 【OK】 key.

Wild Cards

When you register other party's Own Name or Own Fax Numbers for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an Own Name or Own Fax Numbers containing a wild card, the machine determines that the destination matches the registered destination.

❖ Not using a wild card

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ Using a wild card

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

Limitation

❒ You can register up to 30 wild cards.

Note

❒ Compare identifications by neglecting spaces.

❒ You can use wild cards for the following functions:

- See Chapter 6 “Memory Lock” in the Advanced Features manual.
- See Chapter 6 “Forwarding” in the Advanced Features manual.

4. Troubleshooting

Adjusting Volume

You can change the volume of the following sounds the machine makes.

❖ **On Hook**
Sounds when you press the **【On Hook Dial】** key.

❖ **Transmission**
Sounds when the machine send a message.

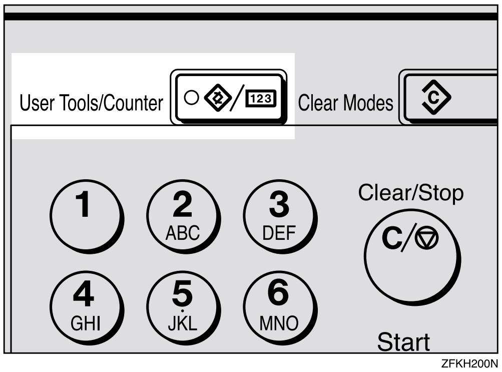
❖ **Reception**
Sounds when the machine receives a message.

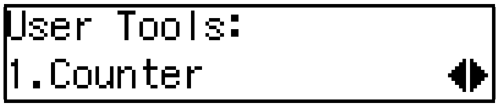
❖ **Dialing**
After pressing the **【Start】** key, this sound is made until the line connects to the destination.

❖ **Key Tone**
Sounds when keys on the Control panel are pressed.

❖ **Alarm**
The sound to signal something going amiss.

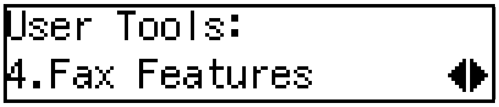
1. **Press the 【User Tools】 key.**





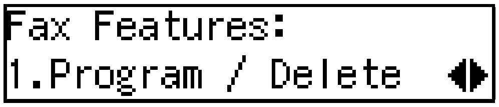
```
User Tools:
1.Counter            ◀▶
```

2. **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



```
User Tools:
4.Fax Features       ◀▶
```

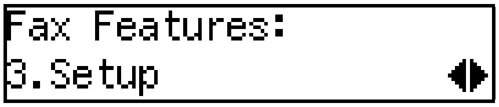
3. **Press the 【OK】 key.**



```
Fax Features:
1.Program / Delete   ◀▶
```

Confirm that " 1. Program / Delete " is displayed.

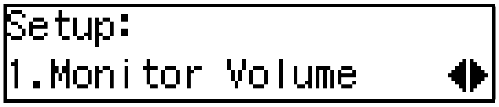
4. **Press ◁ or ▷ until " 3. Setup " is displayed.**



```
Fax Features:
3.Setup              ◀▶
```

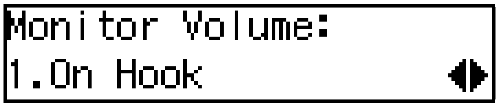
5. **Press the 【OK】 key.**

Confirm that " 1. Monitor Volume " is displayed.



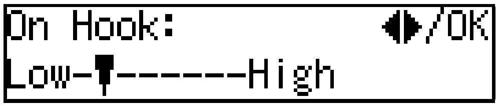
```
Setup:
1.Monitor Volume     ◀▶
```

6. **Press the 【OK】 key.**



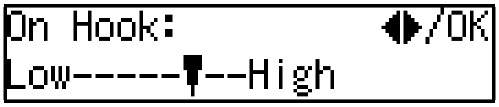
```
Monitor Volume:
1.On Hook            ◀▶
```

7. **Press ◁ or ▷ to select the item you want to adjust, and then press the 【OK】 key.**



```
On Hook:          ◀▶/OK
Low-▮------High
```

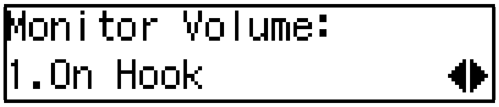
8 Press ◁ or ▷ to adjust the volume.



```
On Hook:          ◀▶/OK
Low-----▼--High
```

9 Press the 【OK】 key.

The volume is adjusted.



```
Monitor Volume:
1.On Hook            ◀▶
```

If you want to adjust another item, repeat steps 7 to 9.

10 Press the 【User Tools】 key to return to standby display.

Error Messages

If there is an error, one of the following messages may appear on the display. It might just flash up briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Clear Misfed Orig. Remove original from ADF Cover	Original misfeed Remove originals from the Document Feeder. Set any pages of the original that were not scanned and send again.
	A document jam occurred during Immediate Transmission. Press the **【OK】** key, and then resend the page which has not been sent.
	An error occurred during Immediate Transmission. Press the **【OK】** key, and then resend the original. **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error re-occurs frequently, contact your service representative.
Reset Original(s) and press Start	Original jammed during Memory Transmission. Reset originals that have not been scanned.
Memory is Full.Storing Stopped.	After you press the **【OK】** key, you can select whether to transmit pages which have been stored in memory or to delete those pages. Check the number of transmitted pages on the Communication Result Report when you select to transmit those pages.
Exceeded the Max.Cannot Add	You cannot dial any more numbers. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

When the 【Facsimile】 key is Lit in Red

When the **【Facsimile】** key is lit in red while machine is in Copy mode, press the **【Facsimile】** key and read the message.

If ϟ is lit, refer to the table below and take the appropriate action.

Problem	**Solution**
Paper has run out.	Add paper. See Chapter 3 “Loading Paper” in the Copy Reference.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier function will still work normally.

When the Receive File Indicator is Lit

If the **Receive File** indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed out. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	**Indication/Status**	**Solution**
Paper has run out	ϟ is lit red.	Add paper. See Chapter 3 “Loading Paper” in the Copy Reference.
Toner is empty	ϟ is lit red.	Replace the toner cartridge. See Chapter 3 “Changing the Toner Cartridge” in the Copy Reference. **Note** ❒ Even if there is no toner left, you can still send fax messages.
Paper is jammed	ϟ is lit red.	Remove the jammed paper. See Chapter 3 “Clearing Misfeeds” in the Copy Reference.
Cover is open	ϟ is lit red.	Close the cover. A cover other than the Document Feeder or front cover is open.
Machine is busy printing with other function	The machine is printing with other function.	The message will be printed after the current job finishes automatically.

Solving Problems

This table lists some common problems and their solutions.

Problem	Required Action
Image background appears dirty when a fax is received at the other end.	Adjust the scan density. **Reference** See p.25 “Image Density (Contrast)”
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty, clean them. Make sure that ink or eraser is dry before setting the original. **Reference** See Chapter 5 “Maintaining Your Machine”in the Copy Reference
Received image is too light.	Request the sender to increase the image density.
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper. **Reference** See Appendix, “Originals” in the Advanced Features manual.
	When ┓ appears on the display, toner is beginning to run out. Replace the toner cartridge soon. **Reference** See Chapter 3 “Changing the Toner Cartridge”in the Copy Reference.
Message appears blank at the other end.	The original was set upside down. Set it properly. **Reference** See p.13 “Setting Originals”
You want to cancel a Memory Transmission.	If the original is being stored, press the **【Clear/Stop】** key. **Reference** See p.19 “Canceling a Memory Transmission”
	If the original is being sent, use "Cancel TX/RX" in the Job Information menu. **Reference** See Chapter 2 “Canceling Transmission or Reception” in the Advanced Features manual.
You want to cancel an Immediate Transmission.	Press the **【Clear/Stop】** key. **Reference** See p.23 “Canceling an Immediate Transmission”
You cannot add any destination in Group, even though it does not reach the maximum number.	67 destinations have been programmed with the number keys. Program more numbers with Quick Dials or Speed Dials. **Reference** See p.49 “Groups”

INDEX

A

ADF→Document Feeder, 2
Adjusting Volume
  Alarm, 61
  Dialing, 61
  Key Tone, 61
  On Hook, 61
  Reception, 61
  Transmission, 61
Advanced Features, v
Auto Receive, 31
Auto Select, 31

B

Basic Features (this manual), v
Bypass Tray, 3

C

Cancel key, 4
Changing Modes, 8
Characters
  Available Characters, 59
  Entering, 59
  Keys, 59
Clear Modes key, 4
Clear/Stop key, 4
Communicating Indicator, 4
Components, 2
Control Panel, 4
CSI→Own Fax Number, 33

D

Deleting
  Groups, 55
  Quick Dial, 41
  Speed Dial, 47
Detail, 24
Dialing, 26
  Entering Numbers Directly, 26
  Using Groups, 29
  Using Quick Dials, 27
  Using Speed Dials, 28
Dial label, 42
Display, 9
Document Feeder (ADF), 2, 14

E

Editing
  Fax Header, 35
  Groups, 52
  Own Fax Number, 35
  Own Name, 35
  Quick Dial, 40
  Speed Dial, 46
Entering Characters, 59
Error Messages, 63
Exposure Glass, 2, 14
Exposure Glass Cover, 2
External Telephone Connector, 3

F

Facsimile key, 4, 8, 64
Fax Header, 33
  Editing, 35
  Registering, 34
Faxing, 11
Fine, 24
Front View, 2

G

G3 Line Connector, 3
Getting Started, 1
Group Name, 52
Groups, 29, 49
  Deleting, 55
  Dialing, 29
  Editing, 52
  Registering, 49

H

Handset, 2
How to Read this Manual, iv

I

Image Density (Contrast), 24, 25
Image Density key, 5
Immediate Transmission, 11, 21
  Canceling, 23
Indicator, 4

J

Job Information key, 4

L

LCD display, 4

M

Machine Types, 1
Main Power Indicator, 4
main power switch, 2
Manual Receive, 31
Manuals for This Machine, v
Memory Trans. key, 5
Memory Transmission, 11, 16
    Canceling, 19

N

NOTICE, i
Number keys, 5
    Dialing, 26

O

OK key, 4
On Hook Dial key, 5
On Indicator, 4
Operation switch, 3, 5
Original Type, 24, 25
Original Type key, 5
Own Fax Number, 33
    Editing, 35
    Registering, 34
Own Name, 33
    Editing, 35
    Registering, 34

P

Paper Tray, 3
Paper Tray Unit, 3
Pause, 27
Pause/Redial key, 5
Photo, 25

Q

Quick Dial, 38
    Deleting, 41
    Dialing, 27
    Dial label, 42
    Editing, 40
    Registering, 38
Quick Dial keys, 4

R

Receive File Indicator, 4, 65
Reception Mode
    Selecting, 31
Reception Modes
    Auto Receive, 31
    Auto Select, 31
    Manual Receive, 31
Registering
    Fax Header, 33
    Groups, 49
    Own Fax Number, 33
    Own Name, 33
    Quick Dial, 38
    Speed Dial, 44
Resolution, 24
Resolution key, 5
RTI→Own Name, 33

S

Scan Settings, 24
Setting Originals, 13
Side View, 3
Solving Problems, 66
Speed Dial, 44, 46, 47
    Deleting, 47
    Dialing, 28
    Editing, 46
    Registering, 44
Speed Dial key, 4
Standard, 24
Starting the Machine, 6
Start key, 5
Substitute Reception, 65

T

Text, 25
Tone, 27
Transmission Modes, 11
Transmission Option key, 4
Troubleshooting, 61
TTI→Fax Header, 33

U

User Function Keys, 5
User Tools key, 4

V

Volume, 61

W

Wild Cards, 60

MEMO

MEMO

MEMO

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=92 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.680000 mm

Printed in China
UE (USA) B465-8657

Operating Instructions Facsimile Reference <Advanced Features>

Operating Instructions

Facsimile Reference
<Advanced Features>

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

⚠ CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

【　】

Keys built into the machine's operation panel.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ **Chapter 1 Getting Started**
Names and describes the parts of the control panel and machine.

❖ **Chapter 2 Faxing**
Explains basic transmission. You can also learn about other types of transmissions.

❖ **Chapter 3 Registering**
Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These keys allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

❖ **Chapter 4 Troubleshooting**
Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages. When the display or indicator lights show unusual information, check the list and take appropriate action.

TABLE OF CONTENTS

1. Transmission Options

Sending at a Specific Time (Send Later) 1

Fax Header Print 3

Label Insertion 4

Calling to Request a Message (Polling Reception) 5

- File Reserve Report (Polling RX) 7
- Communication Result Report (Polling RX) 7

2. Job Information

Canceling Transmission or Reception 9

Printing a List of Files in Memory (Print File List) 10

Printing a Stored Message (Print TX File) 11

Printing a Memory-locked Message 12

Printing the Journal 13

- Report Formats 14

3. Other Transmission Features

Handy Dialing Functions 15

- Chain Dial 15
- Telephone Directory 16
- Redial 16

On Hook Dial 17

Manual Dial 18

Transmission Features 19

- SEP Code 19
- SUB Code 20

More Transmission Functions 22

- If Memory Runs Out While Storing an Original 22
- Checking the Transmission Result 22
- Broadcasting Sequence 23
- Sending a Fax Message Immediately 23
- Broadcasting : Checking Progress 23
- Automatic Redial 23
- Batch Transmission 23
- Dual Access 24
- ECM (Error Correction Mode) 24
- Parallel Memory Transmission 24

Printed Reports.. 25
File Reserve Report (Switch 03, Bit 2) 25
Communication Result Report (Switch 03, Bit 0) 25
Communication Failure Report (Switch 03, Bit 0) 25
Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5) ... 26

4. Reception Features

General 27
Immediate Reception 27
Memory Reception 27
Printing Documents that have been Received into Memory (Substitute Reception)... 28
Receiving Messages in Telephone Mode 29
Auto Fax Reception Power-up 29

Printing Options 30
Center Mark 30
Checkered Mark 30
TSI Print 30
Reception Time 31
Page Separation and Length Reduction 31
When There is No Paper of the Correct Size 32

5. Facsimile User Tools

User Function Keys.. 35
Functions You Can Assign to User Function Keys 35
Making a User Function Key Assignment 36
Using a User Function Key 37
Deleting a User Function Key 37

Printing Reports/Lists.. 39

Adjusting the Display Contrast.. 42

Setting the Date and Time 43

Setting the Auto Ring Time 45

Setting the Fax Reset Timer 46

On Hook Timeout... 47

6. Key Operator Settings

Function List 49

Using Key Operator Settings 50

- Memory Lock 50
- Forwarding 52
- User Parameters 58
- Personal Codes 63
- ID Code 66
- Line Type 67
- PSTN Access Number 68
- Memory File Transfer 69
- RDS (Remote Diagnostic System) 70

7. Troubleshooting

Reading Reports 71

- Error Report 71
- Power Failure Report 71

8. Appendix

Connecting to a Telephone Line and a Telephone 73

Connecting the Optional Handset and an External Telephone 74

Specifications 75

- Base Machine 75
- Available Options 76
- Originals 76

Maximum Values 78

Advanced Transmission Features 79

Job Information 80

User Tools 81

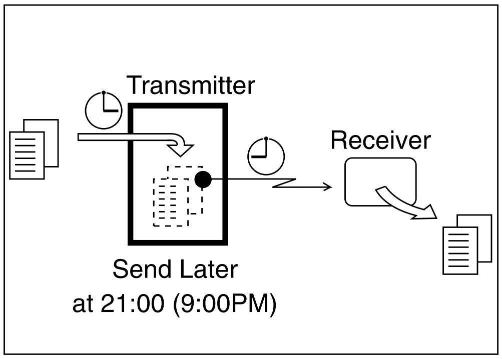
Key Operator Tools 83

INDEX 84

1. Transmission Options

Sending at a Specific Time (Send Later)

Using the Send Later function, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time of transmission.

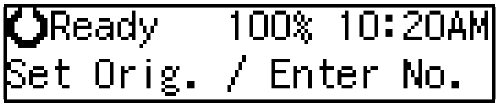


ND1X01E4

Note

- ❒ You can not specify a time more than 24 hours later.
- ❒ This function is only available with Memory Transmission.

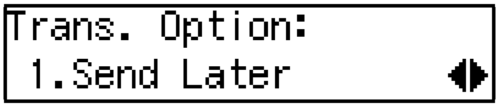
1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**



```
Ready    100% 10:20AM
Set Orig. / Enter No.
```

2 **Place your original and select any scan settings you require.**

3 **Press the 【Transmission Option】 key.**

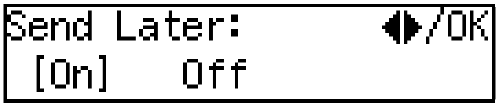


```
Trans. Option:
 1.Send Later        ◀▶
```

4 **Confirm that " 1. Send Later " is displayed.**

5 **Press the 【OK】 key.**

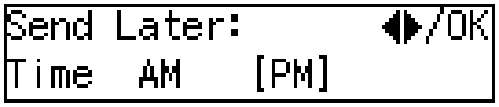
6 **Press ◁ or ▷ to select "On".**



```
Send Later:      ◀▶/OK
 [On]   Off
```

7 **Press the 【OK】 key.**

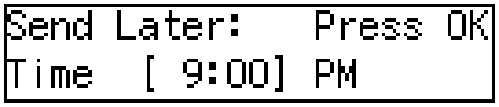
8 **Press ◁ or ▷ to select “AM” or “PM”.**



```
Send Later:      ◀▶/OK
Time  AM   [PM]
```

9 **Press the 【OK】 key.**

10 **Enter the time that you want to send the fax message with the number key.**



```
Send Later:   Press OK
Time  [ 9:00] PM
```

Enter the hour setting (1 to 12). Then press ◁ or ▷.

Then enter a 2-digit number for the minute setting (00 to 59).

Note

- ❒ When entering numbers smaller than 10, add a leading zero.
- ❒ If you make a mistake, press the 【Clear/Stop】 key and try again.
- ❒ If the current time shown on the display is not correct, change it. See p.43 “Setting the Date and Time”.

11 Press the 【OK】 key.

The specified time is set.

12 Specify the destination.

If you want to specify another destination, press the 【OK】 key and repeat step 12.

13 Press the 【Start】 key.

Note

- ❒ You can cancel a message transmission set for Send Later. See p.9 “Canceling Transmission or Reception”.

Fax Header Print

Normally, the Fax Header programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

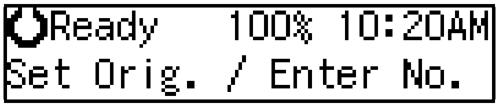
Important

- ❒ In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

Note

- ❒ In the USA, law requires that your fax number be included in the Fax Header. Register the fax number and switch on Fax Header Print with the User Parameters. See p.58 "User Parameters" (Switch06, Bit0)

1. **Make sure that the machine is in Facsimile mode and the standby display is shown.**



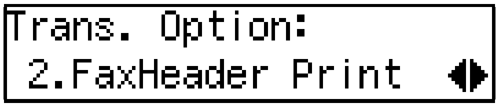
```
Ready    100% 10:20AM
Set Orig. / Enter No.
```

2. **Place your original, and then select any scan settings you require.**

3. **Press the 【Transmission Option】 key.**

   The Transmission Option menu appears.

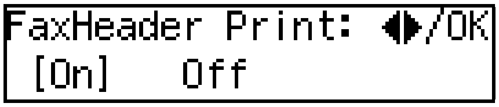
4. **Press ◁ or ▷ until "2. Fax Header Print" is displayed.**



```
Trans. Option:
 2.FaxHeader Print  ◀▶
```

5. **Press the 【OK】 key.**

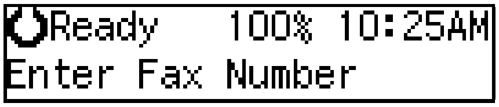
6. **Press ◁ or ▷ to select "On".**



```
FaxHeader Print: ◀▶/OK
 [On]   Off
```

7. **Press the 【OK】 key.**

8. **Press the 【Transmission Option】 key.**



```
Ready    100% 10:25AM
Enter Fax Number
```

9. **Specify the destination.**

   If you want to specify another destination, press the 【OK】 key and repeat step 9.

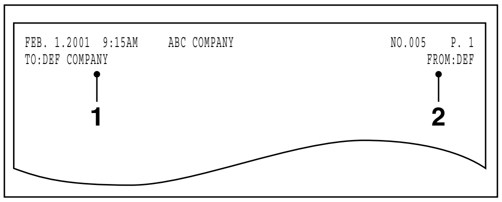
10. **Press the 【Start】 key.**

Label Insertion

With this function, you can have the receiver's name programmed in Quick Dial or Speed Dial printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

If you program the Label Insertion function in a Quick Dial or Speed Dial, the function is enabled when you select “On”. This function cannot be used if the other party's name is not programmed.

If you select the Label Insertion function then enter your personal code, your personal code will also appear on the page. "From" is automatically inserted before your personal code. This function is available when personal code is registered and the Restricted Access is turned on.



1. Name that is registered in the Quick Dial or Speed Dial key.

2. Name that is assigned to the Personal Code.

Reference

To program the Label Insertion function in the Quick Dial, see Chapter 3 “ Quick Dial “ in the Basic Features manual.

To program the Label Insertion function in the Speed Dial, see Chapter 3 “ Speed Dial “ in the Basic Features manual.

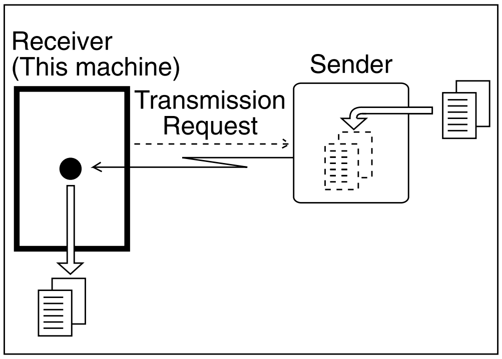
For details about Personal Codes, see p.63 “Personal Codes”.

Note

- ❒ You can set this function for each destination.

Calling to Request a Message (Polling Reception)

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals.



ND1X01E8

There are two types of Polling Reception:

❖ **Secured Polling Reception**
If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require an ID are received (Free Polling).

❖ **Stored ID Override Polling Reception**
You must enter an Override Polling ID unique to this transmission. This ID overrides the Polling ID. Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that does not require an ID are received (Free Polling).

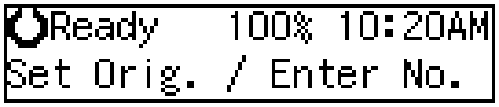
Limitation

- ❒ Polling Reception requires that the other machine can perform Polling Transmission.
- ❒ To receive a message sent by any Secured Polling Transmission or Stored ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- ❒ To receive a message sent by Secured Polling Transmission or Stored ID Override Polling Transmission, the sender must be a machine of the same manufacturer and equipped with the Polling Reception function.

Note

- ❒ The communication fee is charged to the receiver.

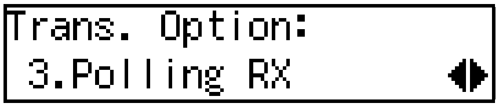
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

2 Press the 【Transmission Option】 key.

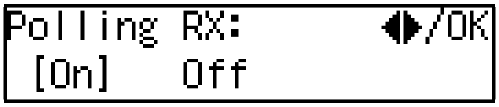
3 Press ◁ or ▷ until " 3. Polling RX ” is displayed.



```
Trans. Option:
 3.Polling RX
```

4 Press the 【OK】 key.

5 Press ◁ or ▷ to select "On".



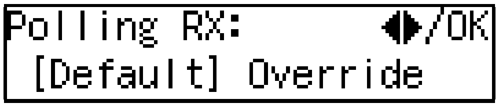
```
Polling RX:       ◀▶/OK
 [On]   Off
```

6 Press the 【OK】 key.

7 Select the type of Polling Reception.

Secured Polling Reception

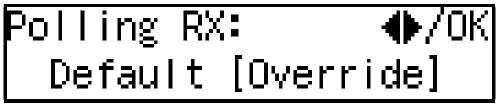
❶ Press ◁ or ▷ to select "Default".



```
Polling RX:       ◀▶/OK
 [Default] Override
```

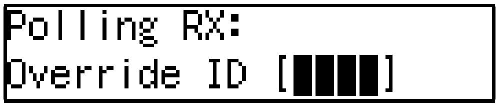
Stored ID Override Polling Reception

❶ Press ◁ or ▷ to select "Override".



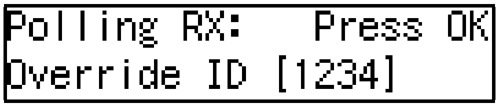
```
Polling RX:       ◀▶/OK
  Default [Override]
```

❷ Press the 【OK】 key.



```
Polling RX:
Override ID [████]
```

❸ Enter the Polling ID (4 digits) with the number keys or Quick Dial keys.



```
Polling RX:   Press OK
Override ID [1234]
```

Note

- ❒ You can enter A to F by the Quick Dial keys.
- ❒ You can enter 0 to 9 by the number keys.
- ❒ 0000 and FFFF can not be entered.

If you make a mistake, press the 【Clear/Stop】 key and try again.

8 Press the 【OK】 key.

9 Specify the other party's fax number.

10 Press the 【Start】 key.

Polling Documents from Other Manufacturer's Fax Machines:

Standard Polling Reception only works with machines of the same manufacturer that have the Polling Reception function. However, if the other party's fax machine supports SEP Code Polling Reception, you can receive documents from them using SEP Code. (See p.19 “SEP Code”.)

File Reserve Report (Polling RX)

This report is printed after Polling Reception has been set up.

You can check the date and time, Fax Header, File No., Transmission condition and the Other party's name with this report.

Note

❒ You can turn this function on or off with the User Parameters. See p.58 "User Parameters" (Switch03, Bit3).

Communication Result Report (Polling RX)

This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

You can check the date and time, Other party's name and result with this report.

Note

❒ You can also check the result of a Polling Reception with the Journal.

❒ You can turn this function on or off with the User Parameters. See p.58 "User Parameters" (Switch03, Bit4).

2. Job Information

Canceling Transmission or Reception

Transmission files are originals that have been stored in memory and are awaiting transmission. The functions that produce transmission files are Memory Transmission and Polling Reception.

If you notice an error in the destination specified or the document content after scanning a document into memory, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

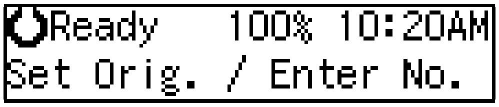
Note

- ❒ You can cancel Memory Transmission even while files are being sent. However, any pages that have already been sent cannot be canceled.
- ❒ To cancel transmission in progress, press the **【Clear/Stop】** key.
- ❒ You can print out a File List to confirm the transmission files stored in memory.

Reference

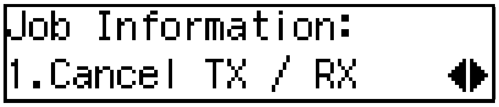
For details about Memory Transmission and Polling Reception, see Chapter 2 "Memory Transmission" in the Basic Features manual, and p.5 "Calling to Request a Message (Polling Reception)".

1 Make sure that the machine is in Facsimile mode and the standby display is shown.



```
Ready    100% 10:20AM
Set Orig. / Enter No.
```

2 Press the 【Job Information】 key.



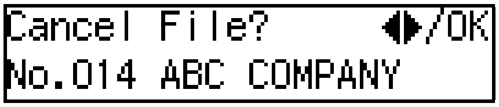
```
Job Information:
1.Cancel TX / RX    ◀▶
```

Confirm that " 1. Cancel TX / RX " is displayed.

3 Press the 【OK】 key.

4 Display the file you want to cancel.

To display the file, enter the file number with the number keys or press ◁ or ▷ until the file number is displayed.

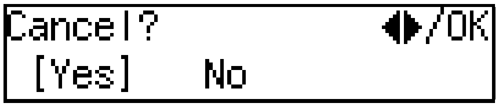


```
Cancel File?    ◀▶/OK
No.014 ABC COMPANY
```

Note

- ❒ If you make a mistake, press the **【Cancel】** key and try again.
- ❒ If you cannot find the file you want to cancel, the document has already been sent.

5 Press the 【OK】 key.



```
Cancel?         ◀▶/OK
 [Yes]   No
```

6 Confirm that you have selected the correct file, and press the 【OK】 key.

" Trans. Cancelled File Deleted " is displayed, and the machine returns to the standby display.

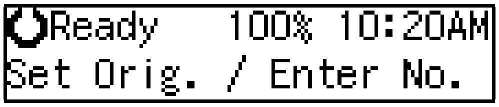
Printing a List of Files in Memory (Print File List)

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

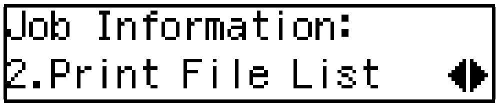
- ❒ The contents of an original stored in memory can also be printed. See p.11 “Printing a Stored Message (Print TX File)”.

1. **Make sure that the machine is in Facsimile mode and the standby display is shown.**



```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

2. **Press the 【Job Information】 key.**
3. **Press ◁ or ▷ until " 2. Print File List " is displayed.**



```
Job Information:
2.Print File List   ◀▶
```

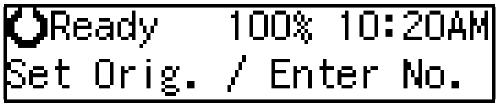
4. **Press the 【OK】 key.**
5. **Press the 【Start】 key.**

   The File List is printed out and the machine returns to the standby display.

Printing a Stored Message (Print TX File)

If you wish to check the contents of a fax that is stored in memory and has not been sent yet, use this procedure to print it out.

1. **Make sure that the machine is in Facsimile mode and the standby display is shown.**

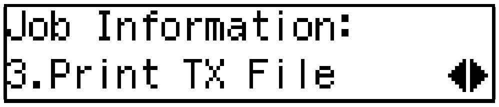


```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

2. **Press the 【Job Information】 key.**

   The Information menu is shown.

3. **Press ◁ or ▷ until " 3. Print TX File " is displayed, and then press the 【OK】 key.**



```
Job Information:
3.Print TX File     ◀▶
```

4. **Display the file you want to print.**

   The registered name or fax number appears on the lower line.

   Note

   - ❒ Enter the file number with the number keys or search using ◁ or ▷.
   - ❒ If you make a mistake, press the 【Cancel】 key and try again.

5. **Press the 【OK】 key.**

6. **Press the 【Start】 key.**

   The document is printed and the machine returns to the standby display.

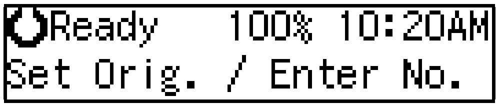
Printing a Memory-locked Message

This is a security function that prevents unauthorized individuals from reading printed messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code. When your machine has received a message with Memory Lock, the "Receive File" indicator flashes. See p.50 “Memory Lock” .

Note

- ❒ Before you start, register your Memory Lock ID. (See p.66 “ID Code”.)
- ❒ Messages received by Polling Reception are automatically printed even if this function is switched on.
- ❒ If the main power switch is turned off for more than 12 hours, all messages protected by Memory Lock are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See p.71 “Power Failure Report”.)

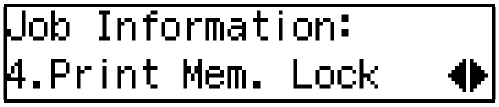
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

2 Press the 【Job Information】 key.

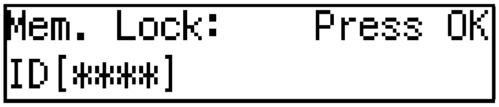
3 Press ◁ or ▷ until " 4. Print Mem. Lock " is displayed.



```
Job Information:
4.Print Mem. Lock   ◀▶
```

4 Press the 【OK】 key.

5 Enter the Memory Lock ID (4 digits) with the number keys.



```
Mem. Lock:    Press OK
ID[****]
```

The Memory Lock ID you entered is not displayed.

6 Press the 【OK】 key.

7 Press the 【Start】 key.

The document is printed out and the machine returns to standby mode.

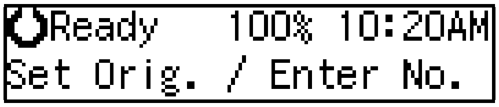
Printing the Journal

When automatic communication report printing is turned on, the Journal is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

Note

- ❒ The sender's name column of the Journal is useful when you need to register a Specified Sender.
- ❒ If you do not want the Journal to be printed automatically, you can turn automatic printing off. See p.58 “User Parameters” (switch 03, bit 7).

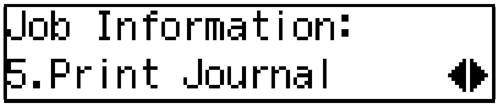
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



```
Ready   100% 10:20AM
Set Orig. / Enter No.
```

2 Press the 【Job Information】 key.

3 Press ◁ or ▷ until " 5. Print Journal " is displayed.



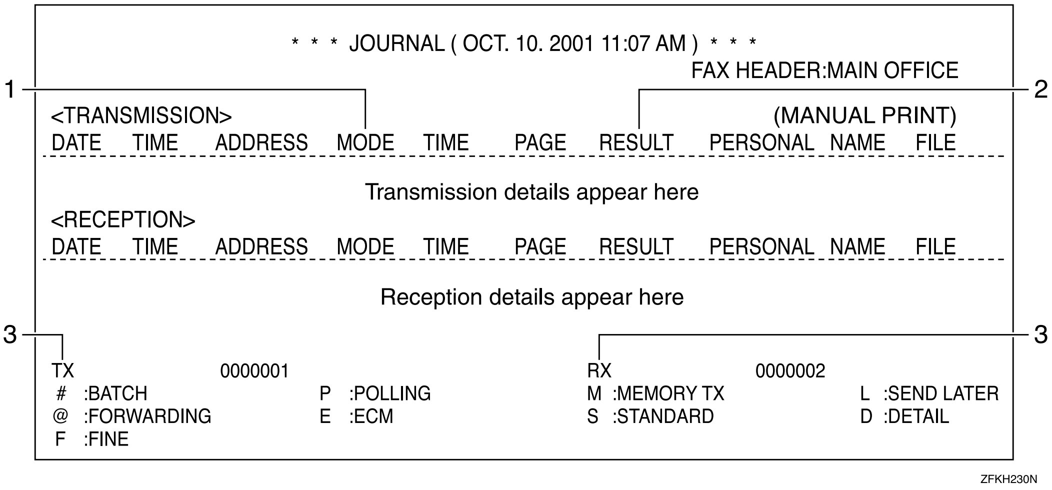
```
Job Information:
5.Print Journal     ◀▶
```

4 Press the 【OK】 key.

5 Press the 【Start】 key.

The report is printed and the machine returns to the standby display.

Report Formats



```
          * * *  JOURNAL ( OCT. 10. 2001 11:07 AM )  * * *
                                              FAX HEADER:MAIN OFFICE

<TRANSMISSION>                                       (MANUAL PRINT)
DATE   TIME   ADDRESS   MODE   TIME   PAGE   RESULT   PERSONAL  NAME   FILE
-----------------------------------------------------------------------------
                    Transmission details appear here
<RECEPTION>
DATE   TIME   ADDRESS   MODE   TIME   PAGE   RESULT   PERSONAL  NAME   FILE
-----------------------------------------------------------------------------
                    Reception details appear here

TX              0000001                    RX            0000002
 #  :BATCH                P  :POLLING      M  :MEMORY TX             L  :SEND LATER
 @  :FORWARDING           E  :ECM          S  :STANDARD              D  :DETAIL
 F  :FINE
```

ZFKH230N

1. The Mode Column

Codes and alphabet on this column inform the type of communication. These codes are explained on the bottom of the report.

2. The Result Column

OK: Successful communication

E: An error occurred

D: Power Failure

3. The Footnote on the Journal

Transmission counter: Total number of transmitted pages

Reception counter: Total number of received pages

3. Other Transmission Features

Handy Dialing Functions

Chain Dial

This function allows you to compose a telephone number from various parts, some of which may be registered in Quick Dials or Speed Dials and some of which may be entered using the number keys.

You can program commonly used area or country codes into Speed Dials or Quick Dial keys.

Example: 01133-1-5551234 (From the United States to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- Quick Dial 【03】 = 01133 (Overseas to France)
- Quick Dial 【02】 = 1 (Paris)
- Speed Dial 【0】【1】 = 5551234

Limitation

❒ Maximum length of telephone or fax number: 254 digits

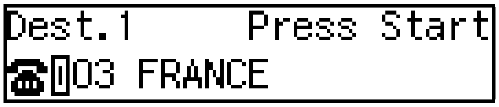
Note

❒ For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On Hook Dial and Manual Dial, no pause is needed.

Reference

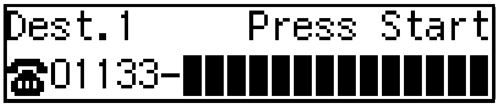
For registering fax numbers to Speed Dials or Quick Dial keys, See Chapter 3 “Speed Dial” or “ Quick Dial” in the Basic Features manual.

1. **Set your original and select any scan settings you require.**
2. **Press Quick Dial key 【03】.**



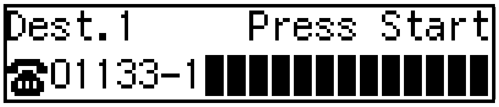
Dest.1 Press Start
☎003 FRANCE

3. **Press the 【Pause/Redial】 key.**



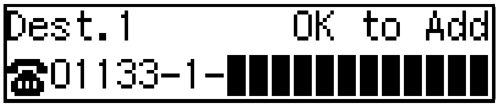
Dest.1 Press Start
☎01133-

4. **Press Quick Dial key 【02】.**



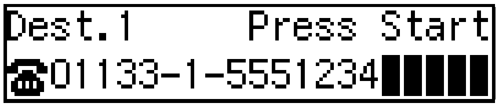
Dest.1 Press Start
☎01133-1

5. **Press the 【Pause/Redial】 key.**



Dest.1 OK to Add
☎01133-1-

6. **Press the 【Speed Dial】 key, and then press 【0】【1】.**



Dest.1 Press Start
☎01133-1-5551234

If you want to send the same fax to another party, press the 【OK】 key and repeat the above steps from step 2.

7. **Press the 【Start】 key.**

Telephone Directory

This function lets you find a registered Speed Dial quickly by just entering a single letter, for example, the first letter of the name registered for that number.

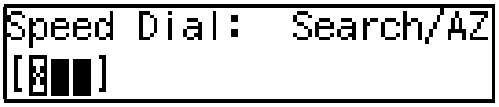
Limitation

- ❒ Speed Dial codes cannot be searched for by symbol or number.
- ❒ Names enclosed within brackets are not searched.

1 **Set your original, and then select any scan settings you require.**

2 **Press the 【Speed Dial】 key.**

3 **Enter the search letter by pressing one of the Quick Dial keys (A to Z).**

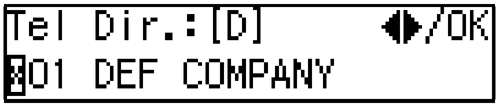


```
Speed Dial:  Search/AZ
[███]
```

Note

- ❒ The names or fax numbers registered in Speed Dials are shown in numerical order on the display.

4 **Press ◁ or ▷ until the destination you are searching for is displayed, and then press the 【OK】 key.**



```
Tel Dir.:[D]     ◀▶/OK
001 DEF COMPANY
```

Note

- ❒ If you make a mistake, press the 【Cancel】 key and try again.
- ❒ If you wish to dial another destination, press the 【OK】 key and dial another fax number.

5 **Press the 【Start】 key.**

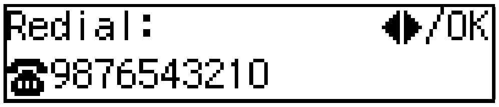
Redial

The machine can recall the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed recently, the Redial function saves you from finding and entering the number again.

1 **Place your original and select any scan settings you require.**

2 **Press the 【Pause/Redial】 key.**

3 **Press ◁ or ▷ until the destination you want to redial is displayed.**



```
Redial:          ◀▶/OK
☎9876543210
```

4 **Press the 【OK】 key.**

5 **Press the 【Start】 key.**

Limitation

- ❒ The following kinds of destinations can not be recalled.
  - Quick Dials
  - Speed Dials
  - Group Dials
  - Any destinations if multiple destinations were dialed
  - Destinations dialed by Redial (regarded as already memorized)

On Hook Dial

You can send a fax message without lifting the receiver, while still listening to the dial tone.

If the other party has a telephone fax machine, you can talk by lifting the receiver after your machine has connected to theirs.

Reference

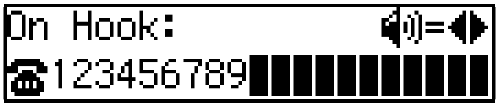
See Chapter 4 “Adjusting Volume” in the Basic Features manual.

1. **Place your original, and then select any scan settings you require.**

2. **Press the 【On Hook Dial】 key.**

   You will hear a tone from the internal speaker. If you wish to cancel this operation, press the 【On Hook Dial】 key again.

3. **Dial.**

   ```
   On Hook:          🔊=◀▶
   ☎123456789████████████
   ```

   The machine immediately dials the destination. If you make a mistake, press the 【On Hook Dial】 key and return to step 2.

   Note

   ❒ You can change the volume of sound with ◁ or ▷.

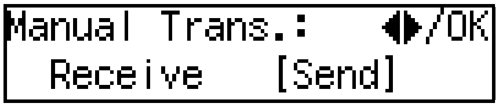
4. **When the line is connected and you hear a high-pitched tone, press the 【Start】 key.**

   When the originals are placed on Document Feeder (ADF), the machine starts transmitting the originals. The display will be that shown for step 6.

   Note

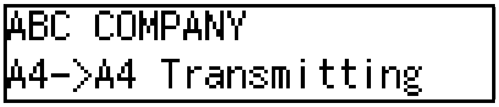
   ❒ If you hear a voice, pick up the external telephone before you press the 【Start】 key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

5. **When the originals are not placed on the Document Feeder, press ◁ or ▷ to select "Send".**

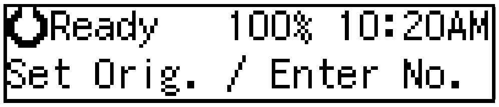
   ```
   Manual Trans.:    ◀▶/OK
     Receive    [Send]
   ```

6. **Press the 【OK】 key.**

   ```
   ABC COMPANY
   A4->A4 Transmitting
   ```

   The originals are transmitted.

   ```
   ◯Ready   100% 10:20AM
   Set Orig. / Enter No.
   ```

   After transmission, the machine will return to standby mode.

Manual Dial

The external telephone is required.

You can send a fax message using an external telephone.

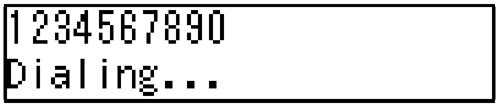
Note

- The result of transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).

1. **Place your original, and then select any scan settings you require.**
2. **Pick up the external telephone.**

   You will hear a tone.
3. **Dial.**

   If you make a mistake, replace the external telephone and try again from step 2.
4. **When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.**

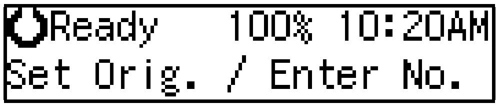
   

   ```
   1234567890
   Dialing...
   ```

   Note

   - If the other party answers the phone, inform them that you are sending a fax.
5. **Replace the handset of the external telephone.**

   After transmission the machine will return to standby mode.

   ```
   Ready   100% 10:20AM
   Set Orig. / Enter No.
   ```

Transmission Features

SEP Code

If you want to receive a message stored in the memory of another party's fax machine, use this function. The machine will receive the message with the SEP and PWD code that matches the SEP and PWD code you enter in the following procedure.

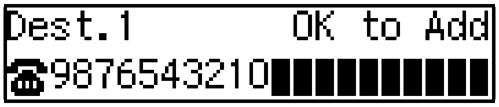
Preparation

You need to assign the Dial Option function to a User Function key beforehand. See p.35 “User Function Keys”.

Note

- ❒ The ID can be up to 20 digits long and consist of digits.
- ❒ Make sure the ID matches the other terminal of the fax you are receiving from.
- ❒ You can store IDs in Quick Dials, Speed Dials, and Groups.
- ❒ Messages you receive using this function are marked "SEP" on all reports.
- ❒ When you send a fax message with SEP Code to other makers' machines, sometimes a password (PWD) is necessary. Use PWD when it is necessary.

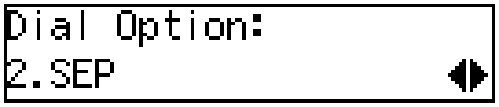
1 Dial the destination fax number using the number keys.



```
Dest.1      OK to Add
☎9876543210█████████
```

2 Press the 【User Function】 key assigned with the Dial Option function.

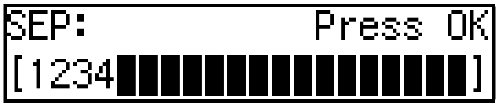
3 Press ◁ or ▷ until " 2. SEP " is displayed.



```
Dial Option:
2.SEP              ◀▶
```

4 Press the 【OK】 key.

5 Enter the SEP code with the number keys.



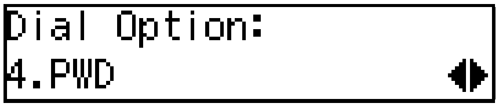
```
SEP:        Press OK
[1234████████████████]
```

6 Press the 【OK】 key.

When a password (PWD) is necessary

❶ Press the 【User Function】 key assigned with the Dial Option function.

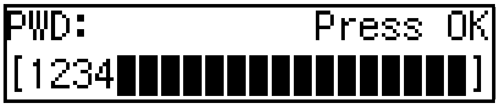
❷ Press ◁ or ▷ until " 4. PWD " is displayed.



```
Dial Option:
4.PWD              ◀▶
```

❸ Press the 【OK】 key.

❹ Enter the PWD code with the number keys.



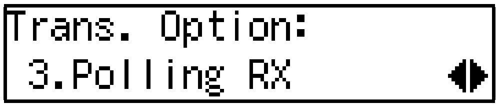
```
PWD:        Press OK
[1234████████████████]
```

❺ Press the 【OK】 key

7 Press the 【Transmission Option】 key.

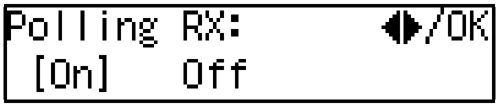
3

8 Press ◁ or ▷ until " 3. Polling RX " is displayed.


```
Trans. Option:
 3.Polling RX        ◀▶
```

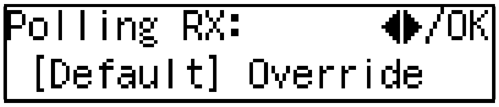
9 Press the 【OK】 key.

10 Press ◁ or ▷ to select "On".


```
Polling RX:      ◀▶/OK
 [On]   Off
```

11 Press the 【OK】 key.

12 Press ◁ or ▷ to select ”Default”.


```
Polling RX:      ◀▶/OK
 [Default] Override
```

13 Press the 【OK】 key.

14 Press the 【Start】 key.

SUB Code

If the other party's machine has functions like Transfer Request and Confidential Transmission with SUB/SID Code, you can use those functions with SUB/SID Code.

Preparation

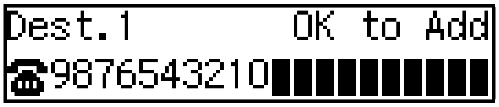
You need to assign the Dial Option function to a User Function key beforehand. See p.35 “User Function Keys”.

Note

- ❒ The ID can be up to 20 digits long and consist of numbers, spaces, 【#】 and 【✱】.
- ❒ Make sure the ID matches the specification of the fax you are sending to.
- ❒ You can store IDs in Quick Dials, Speed Dials, and Groups.
- ❒ Messages you send using this function are marked "SUB" on all reports.
- ❒ When you send fax message with SUB Code to other makers' machines, sometimes a password (SID) is necessary. Use SID when it is necessary.

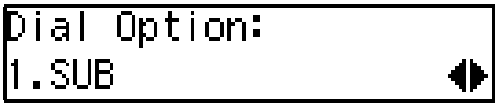
1 Place your original and make any changes to the scan settings if necessary.

2 Dial the destination fax number using the number keys.


```
Dest.1        OK to Add
☎9876543210██████████
```

3 Press the 【User Function】 key assigned with the Dial Option function.

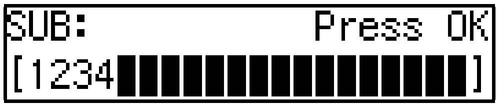
4 Confirm that " 1. SUB " is displayed.



```
Dial Option:
1.SUB                ◀▶
```

5 Press the 【OK】 key.

6 Enter the SUB code with the number keys.



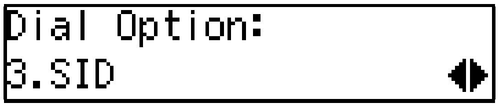
```
SUB:            Press OK
[1234█████████████████]
```

7 Press the 【OK】 key.

When a password (SID) is necessary

❶ Press the 【User Function】 key assigned with the Dial Option function.

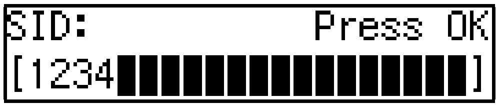
❷ Press ◁ or ▷ until " 3. SID " is displayed.



```
Dial Option:
3.SID                ◀▶
```

❸ Press the 【OK】 key

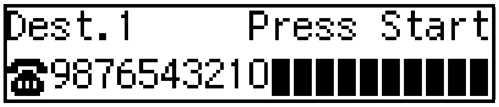
❹ Enter the SID code with the number keys.



```
SID:            Press OK
[1234█████████████████]
```

❺ Press the 【OK】 key

8 Press the 【Start】 key.



```
Dest.1      Press Start
☎9876543210██████████
```

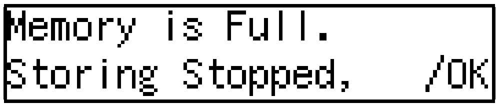
Note

- ❒ If you use Immediate Transmission and the destination fax machine does not support the Dial Option function, a message will appear on the display to inform you of this. In this case, press the 【OK】 key to cancel the transmission.

More Transmission Functions

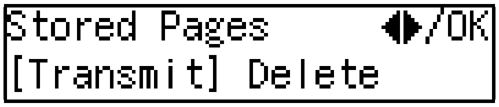
If Memory Runs Out While Storing an Original

1 If you run out of memory while storing an original (free space reaches 0%), `“Memory is Full.Storing Stopped.”` is displayed.



```
Memory is Full.
Storing Stopped,   /OK
```

2 Press the 【OK】 key.



```
Stored Pages     ◀▶/OK
[Transmit] Delete
```

When transmitting the stored pages

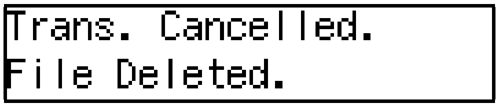
❶ Press ◁ or ▷ to select “Transmit” and press the 【OK】 key.

Note

- ❒ Successfully scanned pages are sent. Check the number of transmitted pages on Communication Result Report.

When deleting the stored pages

❶ Press ◁ or ▷ to select “Delete” and press the 【OK】 key.



```
Trans. Cancelled.
File Deleted.
```

Checking the Transmission Result

- Turn on the printing of the Communication Result Report if you want a report to be printed after every successful transmission. See p.25 “Printed Reports”.
  If you leave off the printing of the Communication Result Report, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn off the printing of the Transmission Result Report (Immediate Transmission), the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the Journal. See p.13 “Printing the Journal”.
- You can assign the function of printing Transmission Result Report to User Function Keys.

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting), the messages are sent in the order in which they were dialed. If the fax message could not be transmitted to a destination, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

Your message will not be sent until previously queued files have been sent.

Broadcasting : Checking Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report.

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your message. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduces transmission time.

Fax messages for which the transmission time has been set in advance are sent by Batch Transmission when that time is reached.

Note

❒ You can switch this function on or off with the User Parameters. See p.58 “User Parameters” (Switch06, Bit4).

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory , or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

ECM (Error Correction Mode)

This function automatically resends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the receiver has the same function.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission and is useful when you are in a hurry and need to use the original for another purpose.

Note

❒ You can switch this function on or off with the User Parameters. See p.58 “User Parameters” (Switch07, Bit2).

Limitation

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.

- When the line is busy and could not be connected to
- With Send Later
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When the original is set on the exposure glass

Note

❒ If you press the 【**Clear/Stop**】 key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report. The file is erased.

❒ Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P.2 not 1/2, 2/2.

❒ If you run out of memory, normal Memory Transmission takes place.

❒ File Reserve Report will not be printed with Parallel Memory Transmission.

Printed Reports

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

Note

- ❒ You can switch on or off the printing of the various reports with the User Parameters. See p.58 "User Parameters" (switch 03, bits 7–0).
- ❒ For reference purposes, the machine prints part of the original image on the File Reserve Report, Communication Result Report and Communication Failure Report. You can choose whether to include part of the original image on reports with User Parameters (Switch 04. Bit 7).

File Reserve Report (Switch 03, Bit 2)

This report is printed after an original is stored in memory. Use it to review the contents and destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note

- ❒ File Reserve Report will not be printed with Parallel Memory Transmission.

Communication Result Report (Switch 03, Bit 0)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. See p.25 "Communication Failure Report (Switch 03, Bit 0)".

Communication Failure Report (Switch 03, Bit 0)

This report is only printed if the Communication Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

- ❒ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)

If you turn on the printing of this report, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the error report is printed instead.

Note

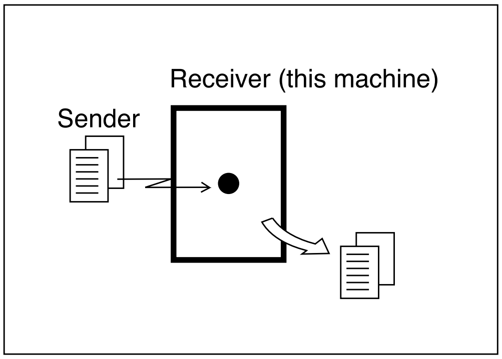
- ❒ If the page was sent successfully, the "Page" column gives the total number of pages that were sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

4. Reception Features

General

Immediate Reception

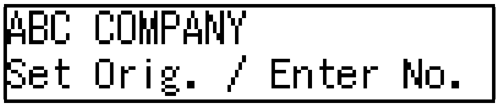
Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.



ND1X00E2

❖ **Display during reception**

The sender's name or fax number appears on the upper line.



```
ABC COMPANY
Set Orig. / Enter No.
```

❖ **Reception resolution**

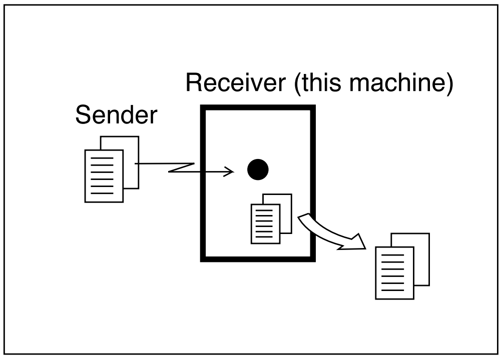
This machine supports **Standard** and **Detail** resolutions for reception. A fax message may be printed in a resolution different from the one specified by the sender.

Note

❒ Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



ND1X00E3

This method is used with Substitute Reception. See p.28 “Printing Documents that have been Received into Memory (Substitute Reception)” .

Important

❒ All the messages stored in memory are deleted if the power is switched off for more than 12 hours.

❒ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above functions off.

Limitation

❒ The machine may not be able to receive fax messages when the free memory space is low.

Note

❒ If the memory free space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Printing Documents that have been Received into Memory (Substitute Reception)

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run
- Memory Lock

Limitation

❒ Reception may not take place if there is not enough free memory left.

Note

❒ The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.

❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up your memory, the machine can be programmed to only use Substitute Reception for messages that arrive with name or fax number identification.

Two settings are available:

- When a name or fax number is received
- Free

Note

❒ When "When a name or fax number is received" is selected, the machine only stores messages when the name or fax number is present. You can change this with User Parameters. See p.58 “User Parameters” (switch 05, bit 1).

❖ When a name or fax number is received

The machine switches to Substitute Reception only when the sender programs their name or fax number. If the power is switched off for more than 12 hours, all the messages received into memory are deleted. If this occurs, the Power Failure Report or Journal can be used to identify which messages were lost so you can ask the senders to transmit them again.

Important

❒ If a sender does not program their name or fax number, the machine may reject an important fax message. We recommend that you ask important senders to register their name or fax number in advance.

❖ **Free**

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their name or fax number.

Receiving Messages in Telephone Mode

In this mode you have to answer the call yourself and decide whether it is a fax or a telephone call.

The procedure for answering a call is as follows:

1. **Pick up the handset of the external telephone and listen to the other end.**

2. **If you hear a voice, continue your conversation as you would normally.**

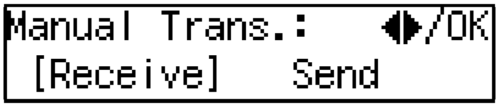
3. **If you hear a fax tone, remove any originals from the feeder.**

   Note

   ❒ If the function of Manual Reception is registered to the User Function Key, press the User Function key and receive the message, then go to 8.

4. **Make sure that the machine is in Facsimile mode and the standby display is shown.**

5. **Press the 【Start】 key.**



```
Manual Trans.:    ◀▶/OK
 [Receive]   Send
```

6. **Press ◁ or ▷ to select "Receive".**

7. **Press the 【OK】 key.**

8. **Replace the handset.**

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one uses it for a while. In this situation, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

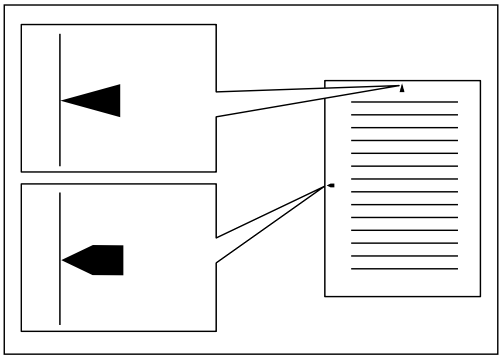
Important

❒ Reception is not possible if both the operation switch and main power switch are turned off.

Printing Options

Center Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



Limitation

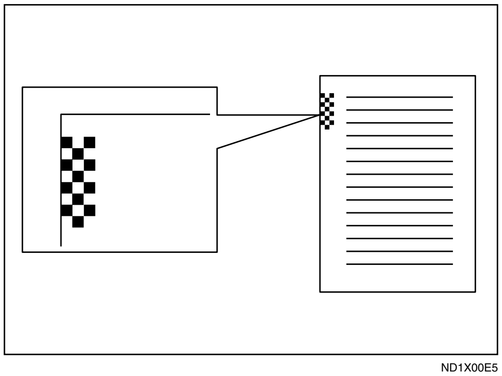
- ❒ The center marks may deviate a little from the exact center of the edge.

Note

- ❒ You can turn this function on or off with the User Parameters (Switch 02 Bit 1). See p.58 "User Parameters".

Checkered Mark

When this function is turned on, a checkered mark is printed on the first page of fax messages to help you separate them.



Note

- ❒ You can turn this function on or off with the User Parameters (Switch 02 Bit 4) See p.58 "User Parameters".

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Name or Fax Number is printed instead so you can find out where the message came from. See p.58 "User Parameters" (Switch 02 Bit 3)

Reception Time

When this function is turned on, you can have the date and time when a message was received printed at the bottom of the received image. Turn it on or off with the User Parameters (Switch 02 Bit 2). See p.58 “User Parameters”.

Limitation

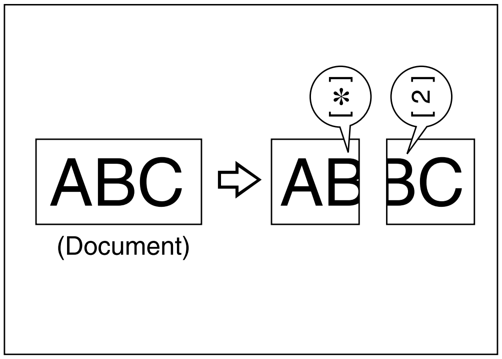
❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

Note

❒ The date and time when the message was printed can also be recorded on the message. If you need this function, please contact your service representative.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, When the paper size is A4 ▭, this function splits the message if the message length is 92mm (3.7”) or longer than the paper used. The message is reduced if it is less than 92mm (3.7”). When the paper size is $8^{1}/_{2}$"×11” ▭, this function splits the message if the message length is 85mm(3.4”) or longer than the paper used. The message is reduced if it is less than 85mm(3.4”). When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.4”) of the split area is duplicated on the top of the second sheet.



Note

❒ This function is not available in some countries.

❒ Your service representative can customize this function with the following settings.

- Reduction
- Print split mark
- Overprinting
- Guideline for split

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has A4▭ and $8^{1}/_{2}$″×11″▭ installed and you receive a A5▯ size message, check the A5▯ column of the table below. The paper size at the top has the highest priority. In this case, since $8^{1}/_{2}$″×11″▭ is a higher priority than A4▭, the message is printed on $8^{1}/_{2}$″×11″▭.

❖ Priority Table

		Received Image Size					
		81/2" x 14" 81/4" x 14" ▭	81/2" x 13" 81/4" x 13" 8" x 13" ▭	A4 ▭	81/2" x 11" ▭	A5 ▯	51/2" x 81/2" ▯
Paper Select Priorities	1	81/2" x 14" 81/4" x 14" ▭	81/2" x 13" 81/4" x 13" 8" x 13" ▭	A4 ▭	81/2" x 11" ▭	A5 ▯	51/2" x 81/2" ▯
	2	▨ 81/2" x 13" 81/4" x 13" 8" x 13" ▭	▨ A4 ▭	▨ 81/2" x 11" ▭	A4 ▭	▨ 51/2" x 81/2" ▯	A5 ▯
	3	▨ A4 ▭	▨ 81/2" x 11" ▭	81/2" x 13" 81/4" x 13" 8" x 13" ▭	81/2" x 13" 81/4" x 13" 8" x 13" ▭	81/2" x 11" ▭	81/2" x 11" ▭
	4	▨ 81/2" x 11" ▭	81/2" x 14" 81/4" x 14" ▭	81/2" x 14" 81/4" x 14" ▭	81/2" x 14" 81/4" x 14" ▭	A4 ▭	A4 ▭
	5	A5 ▯▯	A5 ▯▯	A5 ▯▯	A5 ▯▯	81/2" x 13" 81/4" x 13" 8" x 13" ▭	81/2" x 13" 81/4" x 13" 8" x 13" ▭
	6	51/2" x 81/2" ▯▯	51/2" x 81/2" ▯▯	51/2" x 81/2" ▯▯	51/2" x 81/2" ▯▯	81/2" x 14" 81/4" x 14" ▭	81/2" x 14" 81/4" x 14" ▭

▯ Portrait

▭ Landscape

▨ Reduction

ZFKH250E

- ▯▯ and ▭▭ indicate that the message is split over two pages of paper with the orientation and size shown.

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Width or Length Priority	Width

Limitation

- ❒ The paper size used to print a received message may be different from the size of the sent original.

Reference

p.31 “Page Separation and Length Reduction”

5. Facsimile User Tools

User Function Keys

You can program each of the User Function keys (【F1】 to 【F3】) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key.

Important

- ❒ When registering and editing User Function keys, we recommend that you print out a User Function List for reference. (See p.39 “Printing Reports/Lists”.)

Functions You Can Assign to User Function Keys

You can program each of the User Function keys with one of the following functions.

Function Name	Function Contents	Condition	Reference
Manual Reception	Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax messages or telephone calls.	-	See Chapter2, “Reception Modes” in the Basic Features manual.
Reception Mode	Use this mode to switch Reception modes.	-	See Chapter 2 ”Reception Modes” in the Basic Features manual.
Print Journal	Use when you want to print out a Journal.	-	See p.13 “Printing the Journal”
TX Result Report	Use this to have a result report printed after every transmission.	○	See p.25 “Communication Result Report (Switch 03, Bit 0)” and p.26 “Transmission Result Report (Immediate Transmission) (Switch 03, Bit 5)”
Fax Header Print	You can turn this function on or off.	○	See p.3 “Fax Header Print”
Group	Use when you want to specify a group of destinations.	-	See Chapter 2, "Using Groups" in the Basic Features manual.
Tone	Use when you want to enter a tone signal.	-	See Chapter 2, “Tone” in the Basic Features manual.

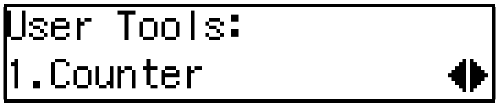
Function Name	Function Contents	Condition	Reference
Dial Option	Use this function to attach various information to a fax message.	-	See p.19 “SEP Code”, p.20 “SUB Code”
Batch Trans.	You can turn this function on or off.	○	See p.23 “Batch Transmission”
Forwarding	You can turn this function on or off.	○	See p.52 “Forwarding”
Prog. Quick Dial	Use when you want to register the other party's number as a Quick Dial destination.	-	See Chapter 3, "Quick Dial" in the Basic Features manual.
Monitor volume	Use this to adjust the volume for the monitor and buzzer.	-	See Chapter 4, "Adjusting Volume" in the Basic Features manual.

- The "○" notation indicates that the User Function key lights when that function is selected ″On″.

To assign a function to a User Function key, perform the following procedure.

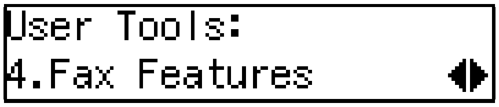
Making a User Function Key Assignment

1 **Press the 【User Tools】 key.**



User Tools:
1.Counter ◀▶

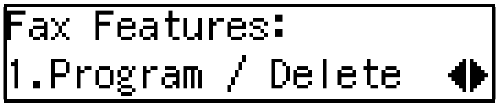
2 **Press ◁ or ▷ until ″ 4. Fax Features ″ is displayed.**



User Tools:
4.Fax Features ◀▶

3 **Press the 【OK】 key.**

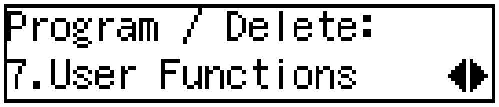
Confirm that “ 1. Program / Delete ″ is displayed



Fax Features:
1.Program / Delete ◀▶

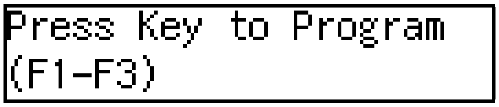
4 **Press the 【OK】 key.**

5 **Press ◁ or ▷ to scroll and display " 7. User Functions ".**



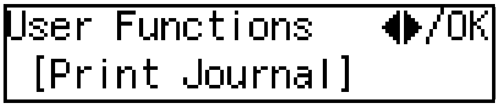
Program / Delete:
7.User Functions ◀▶

6 **Press the 【OK】 key.**



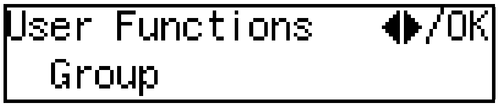
Press Key to Program
(F1-F3)

7 **Press the User Function key (【F1】 to 【F3】) you want to assign.**



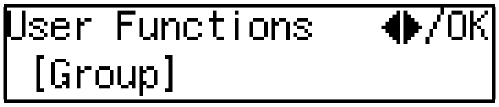
User Functions ◀▶/OK
[Print Journal]

8 **Press ◁ or ▷ to display the function name you want to assign.**



User Functions ◀▶/OK
Group

9 Press the 【OK】 key.



```
User Functions   ◀▶/OK
 [Group]
```

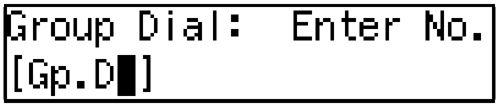
If you want to register another User Function key, repeat the above steps from step 6.

10 Press the 【User Tools】 key.

The machine returns to standby mode.

Using a User Function Key

To use a User Function key (【F1】 to 【F3】), press the User Function key that contains the desired registered function.



```
Group Dial:  Enter No.
[Gp.D█]
```

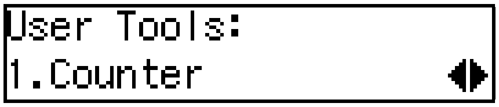
The display for Group function is registered.

The display changes for each assigned function.

Deleting a User Function Key

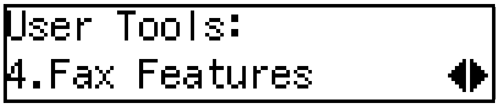
To delete a User Function key, perform the following procedure.

1 Press the 【User Tools】 key.



```
User Tools:
1.Counter            ◀▶
```

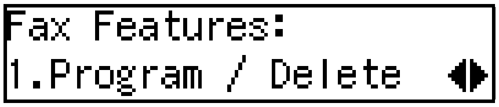
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features       ◀▶
```

3 Press the 【OK】 key.

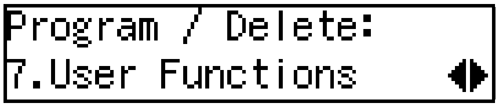
4 Confirm that " 1. Program / Delete " is displayed.



```
Fax Features:
1.Program / Delete   ◀▶
```

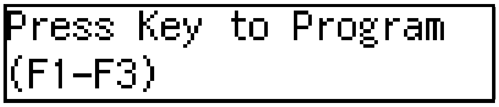
5 Press the 【OK】 key

6 Press ◁ or ▷ until " 7. User Functions " is displayed.



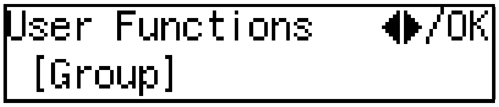
```
Program / Delete:
7.User Functions     ◀▶
```

7 Press the 【OK】 key



```
Press Key to Program
(F1-F3)
```

8 Press the User Function key you want to delete.

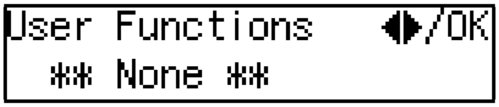


```
User Functions   ◀▶/OK
 [Group]
```

If you make a mistake, press the correct User Function key.

5

9 **Press ◁ or ▷ to display " None ".**



```
User Functions    ◀▶/OK
  ** None **
```

10 **Press the 【OK】 key.**

If you want to delete another User Function key, repeat the above steps from step **7**.

11 **Press the 【User Tools】 key.**

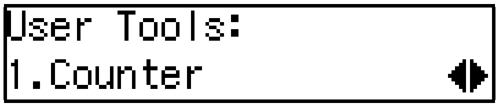
The machine returns to standby mode.

Printing Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

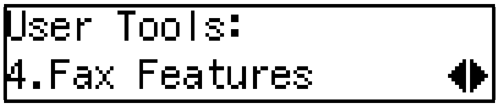
- Journal
  See p.13 “Printing the Journal”.
- TX File List
  See p.11 “Printing a Stored Message (Print TX File)”.
- Quick Dial List
  See Chapter 3 “Quick Dial” in the Basic Features manual.
- Speed Dial List
  See Chapter 3 “Speed Dial” in the Basic Features manual.
- Group Dial List
  See Chapter 3 “Groups” in the Basic Features manual.
- All Lists
  You can print all Dial lists (Quick Dial List, Speed Dial List and Group Dial List).
- Quick Dial Label
  See Chapter 3 “Quick Dial” in the Basic Features manual.
- User Function List
  See p.35 “User Function Keys”

1 Press the 【User Tools】 key.



User Tools:
1.Counter ◀▶

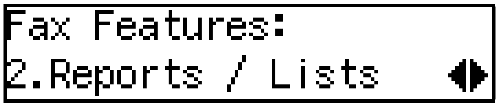
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



User Tools:
4.Fax Features ◀▶

3 Press the 【OK】 key.

4 Press ◁ or ▷ until " 2. Reports / Lists " is displayed.

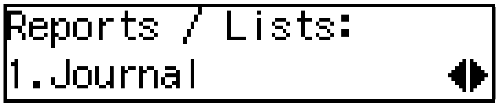


Fax Features:
2.Reports / Lists ◀▶

5 Press the 【OK】 key.

Printing the Journal

❶ Confirm that " 1. Journal " is displayed and press the 【OK】 key.



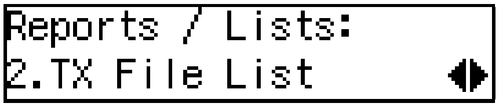
Reports / Lists:
1.Journal ◀▶

Note

❒ If you make a mistake, press the 【Cancel】 key and try again.

Printing a TX File List

❶ Press ◁ or ▷ until " 2. TX File List " is displayed.



Reports / Lists:
2.TX File List ◀▶

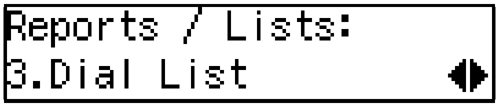
② Press the 【OK】 key.

Note

❒ If you make a mistake, press the 【Cancel】 key and try again.

Printing the Quick Dial List

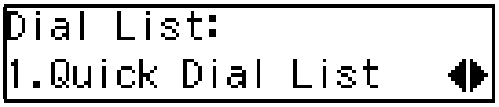
1. **Press ◁ or ▷ until " 3. Dial List " is displayed.**



```
Reports / Lists:
3.Dial List        ◀▶
```

2. **Press the 【OK】 key.**

   Confirm that " 1. Quick Dial List " is displayed.



```
Dial List:
1.Quick Dial List  ◀▶
```

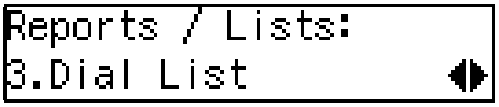
3. **Press the 【OK】 key.**

Note

- If you make a mistake, press the 【Cancel】 key and try again.

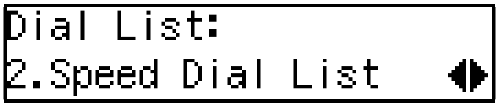
Printing the Speed Dial List

1. **Press ◁ or ▷ until " 3. Dial List " is displayed.**



```
Reports / Lists:
3.Dial List        ◀▶
```

2. **Press the 【OK】 key**
3. **Press ◁ or ▷ until " 2. Speed Dial List " is displayed.**



```
Dial List:
2.Speed Dial List  ◀▶
```

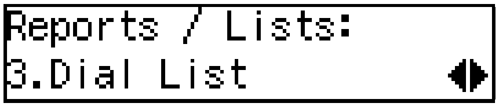
4. **Press the 【OK】 key**

Note

- If you make a mistake, press the 【Cancel】 key and try again.

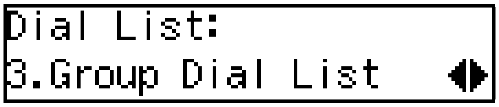
Printing the Group Dial List

1. **Press ◁ or ▷ until " 3. Dial List " is displayed.**



```
Reports / Lists:
3.Dial List        ◀▶
```

2. **Press the 【OK】 key**
3. **Press ◁ or ▷ until " 3. Group Dial List " is displayed.**



```
Dial List:
3.Group Dial List  ◀▶
```

4. **Press the 【OK】 key**

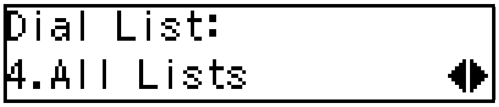
Note

- If you make a mistake, press the 【Cancel】 key and try again.

Printing the All Lists

You can print all Dial Lists (Quick Dial List, Speed Dial List and Group Dial List) by the following operation.

1. **Press ◁ or ▷ until " 3. Dial List " is displayed.**
2. **Press the 【OK】 key.**
3. **Press ◁ or ▷ until “ 4. All Lists ” is displayed.**



```
Dial List:
4.All Lists        ◀▶
```

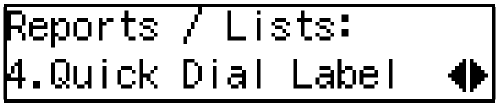
4. **Press the 【OK】 key.**

Note

- If you make a mistake, press the 【Cancel】 key and try again.

Printing the Quick Dial Label

❶ Press ◁ or ▷ until " 4. Quick Dial Label " is displayed.



```
Reports / Lists:
4.Quick Dial Label  ◀▶
```

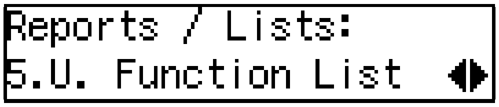
❷ Press the 【OK】 key.

Note

❒ If you make a mistake, press the 【Cancel】 key and try again.

Printing the User Function List

❶ Press ◁ or ▷ until " 5. U. Function List " is displayed.



```
Reports / Lists:
5.U. Function List  ◀▶
```

❷ Press the 【OK】 key.

Note

❒ If you make a mistake, press the 【Cancel】 key and try again.

6 Press the 【Start】 key.

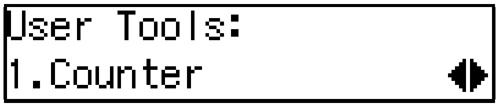
7 Press the 【User Tools】 key.

The machine returns to the standby display.

Adjusting the Display Contrast

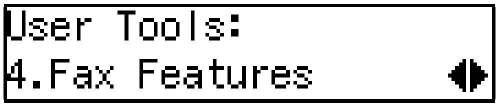
Use this function to adjust the brightness of the display.

1. **Press the 【User Tools】 key.**



User Tools:
1.Counter ◀▶

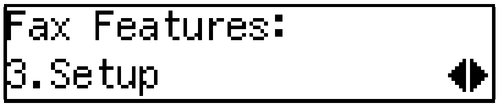
2. **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



User Tools:
4.Fax Features ◀▶

3. **Press the 【OK】 key.**

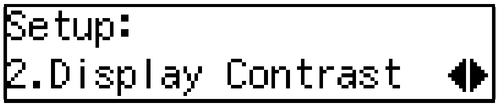
4. **Press ◁ or ▷ until " 3. Setup " is displayed.**



Fax Features:
3.Setup ◀▶

5. **Press the 【OK】 key.**

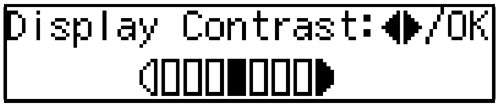
6. **Press ◁ or ▷ until " 2. Display Contrast " is displayed.**



Setup:
2.Display Contrast ◀▶

7. **Press the 【OK】 key.**

8. **Press ◁ or ▷ to adjust the brightness of the display.**



Display Contrast:◀▶/OK
◁□□□■□□□▶

9. **Press the 【OK】 key.**

10. **Press the 【User Tools】 key to return to the standby display.**

Setting the Date and Time

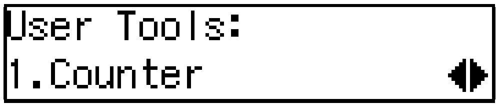
Use this function to set your machine's internal clock to the current time and date.

If the current date and time are wrong, use this procedure to correct them.

Note

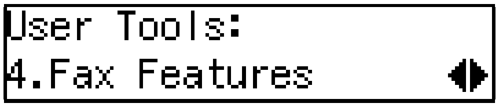
- ❒ If you make a mistake when entering numbers, press the **【Clear/Stop】** key and try again.
- ❒ The machine automatically sets the internal clock one hour ahead when daylight saving time begins, and one hour back when it ends.

1 Press the 【User Tools】 key.



```
User Tools:
1.Counter         ◀▶
```

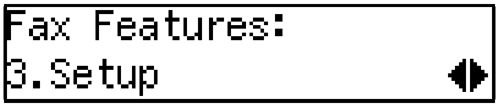
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features    ◀▶
```

3 Press the 【OK】 key.

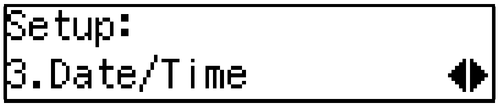
4 Press ◁ or ▷ until " 3. Setup " is displayed.



```
Fax Features:
3.Setup           ◀▶
```

5 Press the 【OK】 key.

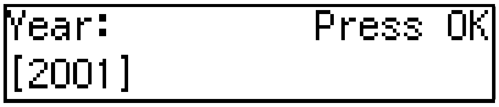
6 Press ◁ or ▷ until " 3. Date/Time " is displayed.



```
Setup:
3.Date/Time       ◀▶
```

7 Press the 【OK】 key.

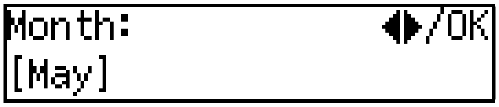
8 Use the number keys to enter the year.



```
Year:       Press OK
[2001]
```

9 Press the 【OK】 key

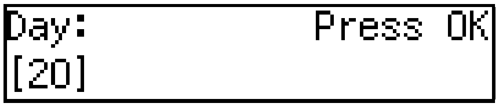
10 Press ◁ or ▷ to select the correct month.



```
Month:         ◀▶/OK
[May]
```

11 Press the 【OK】 key.

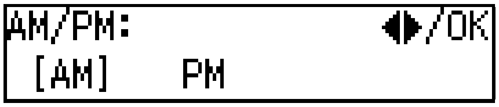
12 Use the number keys to enter the correct number for the date (1 to 31).



```
Day:        Press OK
[20]
```

13 Press the 【OK】 key.

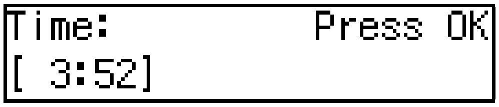
14 Press ◁ or ▷ to select "AM" or "PM".



```
AM/PM:         ◀▶/OK
 [AM]   PM
```

15 Press the 【OK】 key.

16 Use the number keys to enter the correct time.



```
Time:       Press OK
[ 3:52]
```

Enter the current hour setting (1 to 12), and then use the number keys to enter a 2-digit number for the current minute setting (00 to 59)

17 **Press the 【OK】 key.**

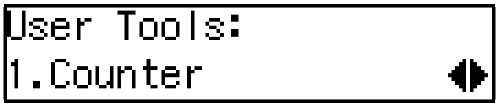
After " Function Accepted " flashes briefly in the display, the next setting is displayed.

18 **Press the 【User Tools】 key to return to standby display.**

Setting the Auto Ring Time

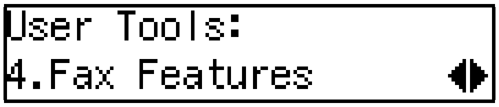
In Auto Select mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can change the number of rings with the Auto Ring Time.

1 Press the 【User Tools】 key.



```
User Tools:
1.Counter         ◀▶
```

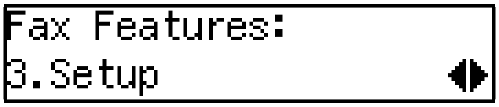
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features    ◀▶
```

3 Press the 【OK】 key.

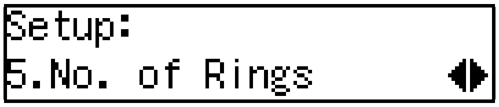
4 Press ◁ or ▷ until " 3. Setup " is displayed.



```
Fax Features:
3.Setup           ◀▶
```

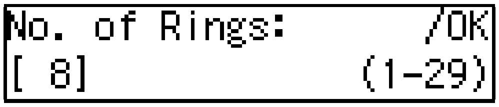
5 Press the 【OK】 key.

6 Press ◁ or ▷ until " 5. No. of Rings “ is displayed.



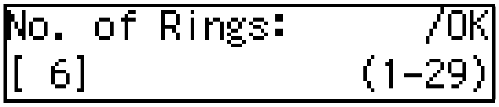
```
Setup:
5.No. of Rings    ◀▶
```

7 Press the 【OK】 key.



```
No. of Rings:      /OK
[ 8]            (1-29)
```

8 Enter the new number using the number keys.



```
No. of Rings:      /OK
[ 6]            (1-29)
```

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

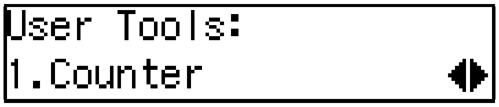
9 Press the 【OK】 key.

10 Press the 【User Tools】 key to return to the standby display.

Setting the Fax Reset Timer

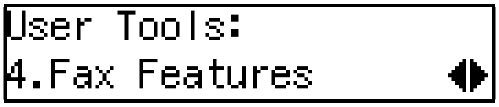
This machine automatically returns to the standby mode if you do not use the machine for a certain period of time. You can select this period.

1 **Press the 【User Tools】 key.**



User Tools:
1.Counter ◀▶

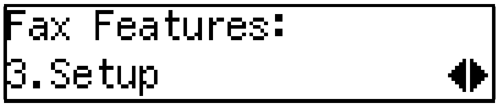
2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



User Tools:
4.Fax Features ◀▶

3 **Press the 【OK】 key.**

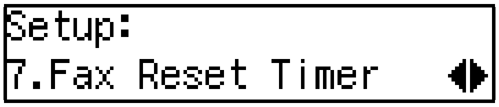
4 **Press ◁ or ▷ until " 3. Setup " is displayed.**



Fax Features:
3.Setup ◀▶

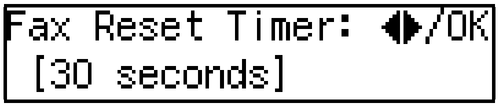
5 **Press the 【OK】 key.**

6 **Press ◁ or ▷ until " 7. Fax Reset Timer " is displayed.**



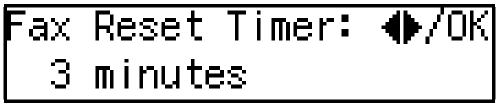
Setup:
7.Fax Reset Timer ◀▶

7 **Press the 【OK】 key.**



Fax Reset Timer: ◀▶/OK
[30 seconds]

8 **Press ◁ or ▷ to select a period of time.**



Fax Reset Timer: ◀▶/OK
3 minutes

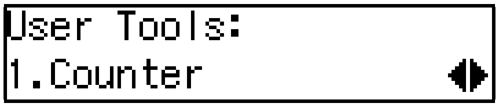
9 **Press the 【OK】 key.**

10 **Press the 【User tools】 key to return to the standby display.**

On Hook Timeout

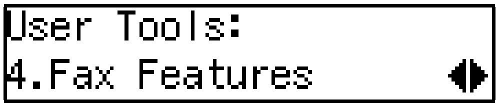
This machine automatically cancels the On Hook Dial mode if you do not dial a number from the numeric keypad for a certain period of time after pressing the **【On Hook Dial】** key. You can select this period.

1 **Press the 【User Tools】 key.**



```
User Tools:
1.Counter            ◀▶
```

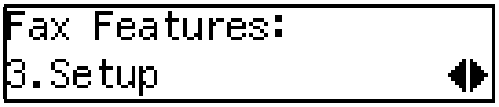
2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



```
User Tools:
4.Fax Features       ◀▶
```

3 **Press the 【OK】 key.**

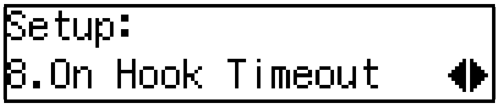
4 **Press ◁ or ▷ until " 3. Setup " is displayed.**



```
Fax Features:
3.Setup              ◀▶
```

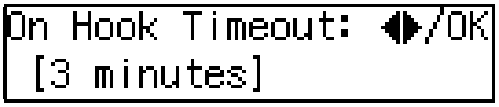
5 **Press the 【OK】 key.**

6 **Press ◁ or ▷ until " 8. On Hook Timeout " is displayed.**



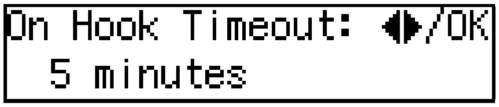
```
Setup:
8.On Hook Timeout    ◀▶
```

7 **Press the 【OK】 key.**



```
On Hook Timeout: ◀▶/OK
 [3 minutes]
```

8 **Press ◁ or ▷ to select a period of time.**



```
On Hook Timeout: ◀▶/OK
  5 minutes
```

9 **Press the 【OK】 key.**

10 **Press the 【User tools】 key to return to standby display.**

6. Key Operator Settings

Function List

Here is a list of the functions that are available for setting. Please refer to the reference page numbers for more information.

Display (Specs.)	Description	Reference
1. Memory Lock	Allows you to have messages from Specified Senders stored in memory and not printed as soon as they are received. To print the fax messages, you must enter an ID.	p.50 “Memory Lock”
2. Forwarding	Allows you to automatically forward fax messages to the fax machines of Specified Senders.	p.52 “Forwarding”
3. User Parameters	Allows you to customize various default settings as required.	p.58 “User Parameters”
4. Personal Code	Allows you to set up personal codes for using the Restricted Access. Before using the fax machine, users must enter the Personal Code. This allows you to limit transmission to specified users.	p.63 “Personal Codes”
5. ID Code	Allows you to register IDs required for various types of transmissions.	p.66 “ID Code”
6. Line Type	Allows you to select tone or pulse dialing to match the telephone line connected to your fax machine.	p.67 “Line Type”
7. PSTN Access No.	Allows you to specify the code used to access an outside line when you dialing.	p.68 “PSTN Access Number”
8. Mem. File Trans.	Allows you to send all messages stored in memory to another fax machine and print them out there, for example, when your fax machine runs out of toner.	p.69 “Memory File Transfer”
9. RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.70 “RDS (Remote Diagnostic System)”

Copy this table and use it as a quick reference.

Using Key Operator Settings

This chapter explains about functions the key operator handles.

Memory Lock

This is a security function to prevent unauthorized individuals from reading printed fax messages. When Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID.

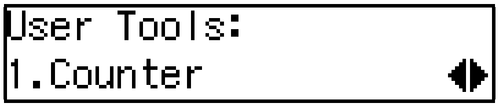
Note

- ❒ Before you can use this function, you must register the Memory Lock ID. See p.66 “ID Code”

Limitation

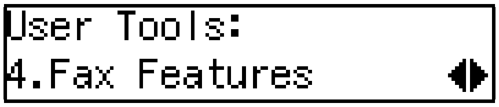
- ❒ Memory Lock cannot be selected until you have registered the Memory Lock ID.
- ❒ To use this function you must switch Memory Lock on after you register the Memory Lock ID.
- ❒ You can select to lock only messages from Specified Users, or you can select to lock messages from senders other than from Specified Users. See p.58 “User Parameters” (switch 09, bits 1 and 0).

1 Press the【User Tools】key.



```
User Tools:
1.Counter          ◀▶
```

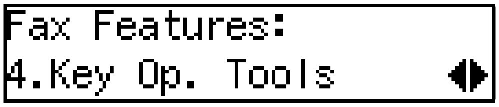
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



```
User Tools:
4.Fax Features     ◀▶
```

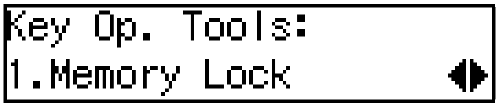
3 Press the【OK】key.

4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.



```
Fax Features:
4.Key Op. Tools    ◀▶
```

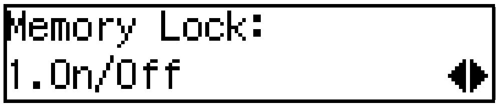
5 Press the【OK】key.



```
Key Op. Tools:
1.Memory Lock      ◀▶
```

Confirm that " 1. Memory Lock " is displayed.

6 Press the【OK】key.

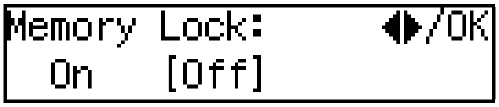


```
Memory Lock:
1.On/Off           ◀▶
```

7 Follow the procedures below to switch Memory Lock On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

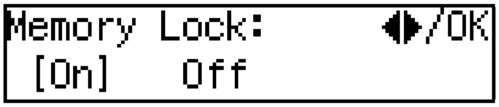
Switching Memory Lock On/Off

① Press the【OK】key.



```
Memory Lock:    ◀▶/OK
  On   [Off]
```

② Press ◁ or ▷ to "On" to switch this function on, or select "Off" to switch this function off.



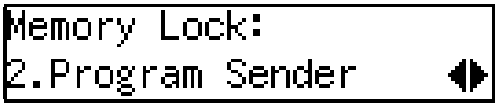
```
Memory Lock:    ◀▶/OK
 [On]   Off
```

③ Press the【OK】key.

Registering a Specified Sender for Memory Lock

You can register Specified Senders for this function.

❶ **Press ◁ or ▷ to display " 2. Program Sender ".**

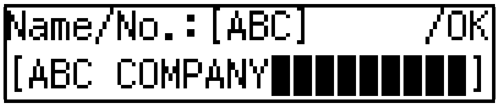


```
Memory Lock:
2.Program Sender    ◀▶
```

❷ **Press the 【OK】 key.**

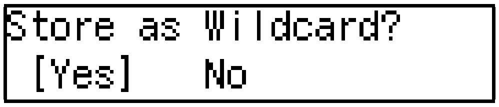
❸ **Enter "Own Name" or "Own Fax Number" for the Specified Sender.**

Enter the other party's "Own Name" or "Own Fax Number"



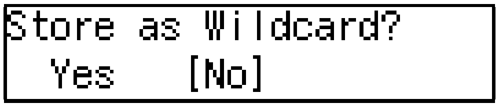
```
Name/No.:[ABC]     /OK
[ABC COMPANY█████████]
```

❹ **Press the 【OK】 key.**



```
Store as Wildcard?
 [Yes]   No
```

❺ **If you want to specify a wild card, press ◁ or ▷ key to select "Yes".**



```
Store as Wildcard?
  Yes    [No]
```

❻ **Press the 【OK】 key.**

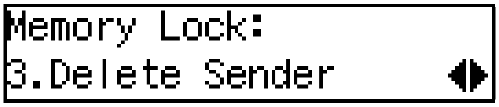
The Specified Sender is registered.

If you want to register another Specified Sender, repeat from step ❷.

Deleting a Specified Sender for Memory Lock

You can delete Specified Senders for this function.

❶ **Press ◁ or ▷ to select " 3. Delete Sender ".**



```
Memory Lock:
3.Delete Sender     ◀▶
```

❷ **Press the 【OK】 key.**

❸ **Press ◁ or ▷ to select the name of the Specified Sender that you want to delete.**

❹ **Press the 【OK】 key.**

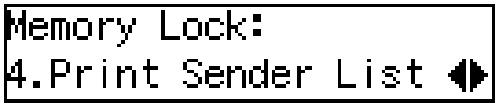
The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat from step ❷.

Printing a List of Specified Senders for Memory Lock

You can print a list of Specified Senders for Memory Lock.

❶ **Press ◁ or ▷ to display " 4. Print Sender List ".**



```
Memory Lock:
4.Print Sender List ◀▶
```

❷ **Press the 【OK】 key.**

❸ **Press the 【Start】 key. The list prints.**

8 **Press the 【User Tools】 key to return to the standby display.**

Forwarding

Use this function to print fax specified from Specified Senders on your own machine and then forward the messages to other fax machines. This is useful, for example, if you are visiting another office and would like copies of your messages from the head office forwarded to you so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specified Senders.

You can register:

- 5 Forwarding Stations
- 30 Specified Senders (maximum 10 per Forwarding Station, up to 24 characters each)
- Wild Cards

Important

❒ We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender.

Limitation

❒ This function only works if the incoming message is from another party that has been programmed as a Specified Sender.

❒ The Forwarding function does not forward messages received with Polling Reception mode.

❒ You cannot register a sender who does not have an Own Name or Own Fax Number.

❒ You can register up to 30 senders for the Forwarding function. You sometimes cannot register 30 senders depending on the number of senders registered with other functions.

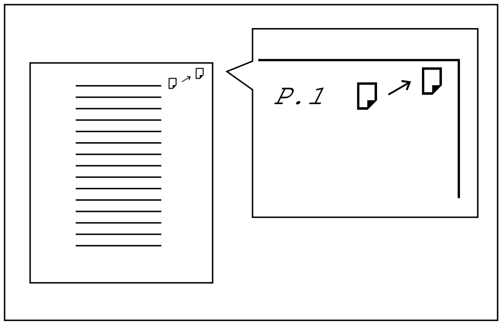
Note

❒ To register a sender, use an Own Name or Own Fax Number.

❒ You can find out the Own Name or Own Fax Number of a sender by looking in the destination name column of the Journal.

Forwarding Mark

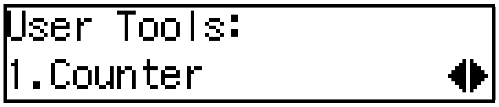
You can print a forwarding mark on forwarded messages. See p.58 "User Parameters" (Switch02, Bit0).



GFMTEN0J

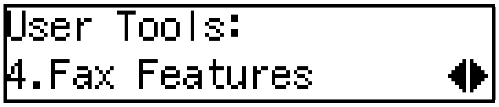
Switching Forwarding On/Off

1 **Press the 【User Tools】 key.**



User Tools:
1.Counter

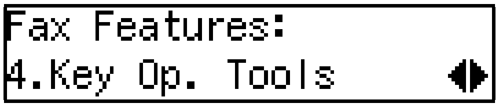
2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



User Tools:
4.Fax Features

3 **Press the 【OK】 key.**

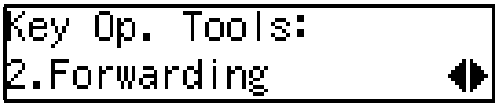
4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**



```
Fax Features:
4.Key Op. Tools    ◀▶
```

5 **Press the 【OK】 key.**

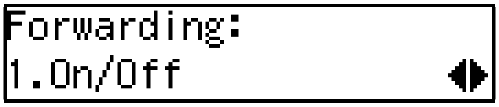
6 **Press ◁ or ▷ until " 2. Forwarding " is displayed.**



```
Key Op. Tools:
2.Forwarding       ◀▶
```

7 **Press the 【OK】 key.**

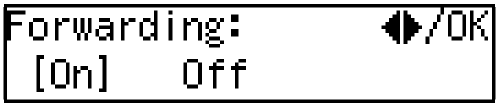
Confirm that ″ 1. On/Off ″ is displayed.



```
Forwarding:
1.On/Off           ◀▶
```

8 **Press the 【OK】 key.**

9 **Press ◁ or ▷ to "On" to switch this function on, or select "Off" to switch this function off.**



```
Forwarding:      ◀▶/OK
 [On]   Off
```

10 **Press the 【OK】 key.**

Note

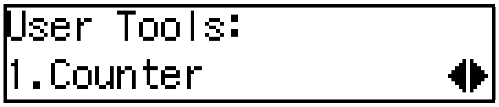
- ❒ If you select "On" and no forwarding station is registered, "Press OK to Program Forwarding Station" is displayed. Press the 【OK】 key, and then register a forwarding station by following steps **10** to **16** on p.53 "Registering Forwarding Stations".

11 **Press the 【User Tools】 key to return to the standby display.**

Registering Forwarding Stations

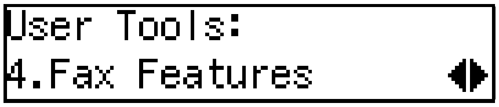
You can register a Forwarding Station as follows.

1 **Press the 【User Tools】 key.**



```
User Tools:
1.Counter          ◀▶
```

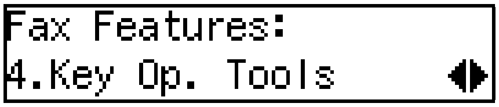
2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



```
User Tools:
4.Fax Features     ◀▶
```

3 **Press the 【OK】 key.**

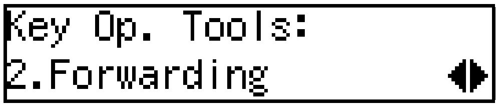
4 **Press ◁ or ▷ until " 4. Key Op. Tools ″ is displayed.**



```
Fax Features:
4.Key Op. Tools    ◀▶
```

5 **Press the 【OK】 key.**

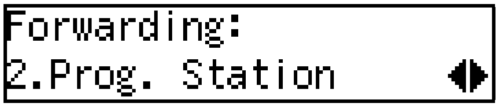
6 **Press ◁ or ▷ until " 2. Forwarding " is displayed.**



```
Key Op. Tools:
2.Forwarding       ◀▶
```

7 **Press the 【OK】 key.**

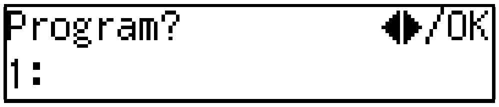
8 **Press ◁ or ▷ until " 2. Prog. Station " is displayed.**



```
Forwarding:
2.Prog. Station    ◀▶
```

9 **Press the 【OK】 key.**

10 **Press ◁ or ▷ to display the number of the forwarding station you want to register.**

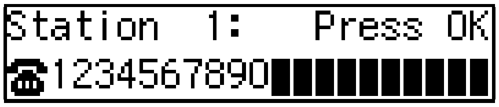


Program? ◀▶/OK
1:

If a forwarding station is already registered, the fax number for that station is displayed.

11 **Press the 【OK】 key.**

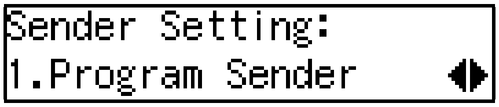
12 **Enter the other party's fax number with the number keys.**



Station 1: Press OK
☎1234567890██████████

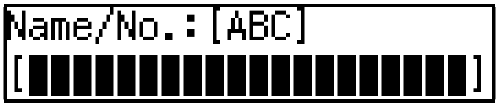
13 **Press the 【OK】 key.**

The Forwarding Station's fax number is registered.



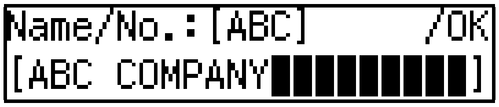
Sender Setting:
1.Program Sender ◀▶

14 **Press the 【OK】 key.**



Name/No.:[ABC]
[██████████████████████]

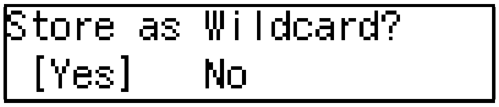
15 **Enter the other party's name.**



Name/No.:[ABC] /OK
[ABC COMPANY█████████]

16 **Press the 【OK】 key.**

17 **If you want to register the Specified Sender as a Wildcard, press ◁ or ▷ to select " Yes ".**



Store as Wildcard?
[Yes] No

18 **Press the 【OK】 key.**

To register another Specified Sender, repeat the above steps from step **14**.

To register a different Forwarding Station, press the 【Cancel】 key and repeat the above steps from step **9**.

Limitation

- ❒ Names for Specified Senders can be up to 24 characters long.

Note

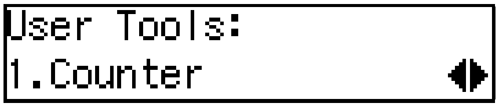
- ❒ You can confirm the names and fax numbers of Specified Senders on the Journal.
- ❒ You can confirm registered Specified Senders using the Specified Sender list.

19 **Press the 【User Tools】 key to return to the standby display.**

Editing a Forwarding Station

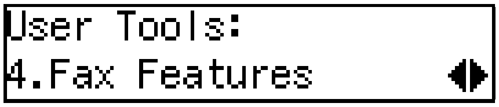
To edit a Forwarding Station that is already registered, perform the following procedure.

1 **Press the 【User Tools】 key.**



User Tools:
1.Counter ◀▶

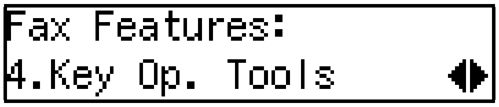
2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



User Tools:
4.Fax Features ◀▶

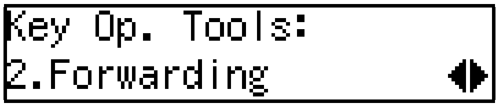
3 **Press the 【OK】 key.**

4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.


Fax Features:
4.Key Op. Tools ◀▶

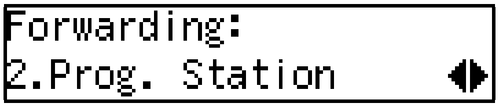
5 Press the 【OK】 key.

6 Press ◁ or ▷ until " 2. Forwarding ” is displayed.


Key Op. Tools:
2.Forwarding ◀▶

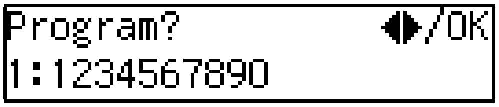
7 Press the 【OK】 key.

8 Press ◁ or ▷ until " 2. Prog. Station " is displayed.


Forwarding:
2.Prog. Station ◀▶

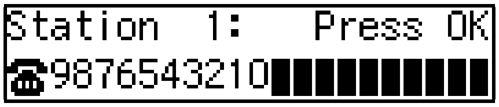
9 Press the 【OK】 key.

10 Press ◁ or ▷ to display the fax number of the Forwarding Station you want to edit.


Program? ◀▶/OK
1:1234567890

11 Press the 【OK】 key.

12 Press the 【Clear/Stop】 key, and then enter the Forwarding Station's correct fax number.


Station 1: Press OK
☎9876543210██████████

13 Press the 【OK】 key.

The fax number is registered.

If you want to edit another Forwarding Station, press the 【Cancel】 key and repeat the above steps from step 9.

14 Press the 【User Tools】 key to return to the standby display.

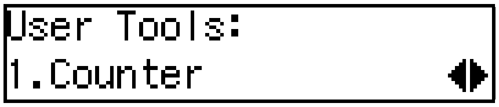
Editing a Specified Sender

To edit a Specified Sender, delete the Specified Sender you want to edit (Seep.56 “Deleting a Specified Sender”), and then register it as a new Specified Sender. (See p.53 “Registering Forwarding Stations”).

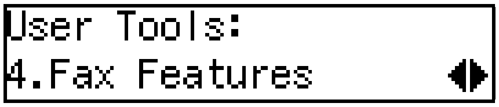
Deleting a Forwarding Station

To delete a Forwarding Station, perform the following procedure.

1 Press the 【User Tools】 key.

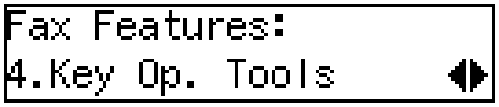

User Tools:
1.Counter ◀▶

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.


User Tools:
4.Fax Features ◀▶

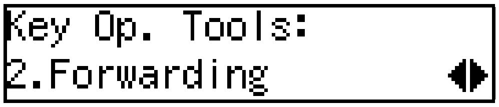
3 Press the 【OK】 key.

4 Press ◁ or ▷ until " 4. Key Op. Tools “ is displayed.


Fax Features:
4.Key Op. Tools ◀▶

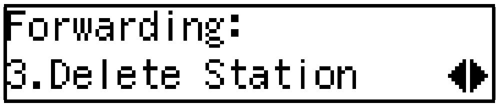
5 Press the 【OK】 key.

6 Press ◁ or ▷ until " 2. Forwarding " is displayed.


Key Op. Tools:
2.Forwarding ◀▶

7 Press the 【OK】 key.

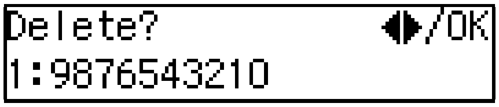
8 **Press ◁ or ▷ until " 3. Delete Station " is displayed.**



```
Forwarding:
3.Delete Station    ◀▶
```

9 **Press the 【OK】 key.**

10 **Press ◁ or ▷ to display the fax number of the Forwarding Station you want to delete.**



```
Delete?          ◀▶/OK
1:9876543210
```

11 **Press the 【OK】 key.**

The Forwarding Station is deleted.

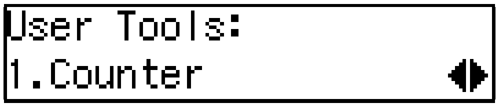
If you want to delete another Forwarding Station, repeat the procedure from step **9**.

12 **Press the 【User Tools】 key to return to the standby display.**

Deleting a Specified Sender

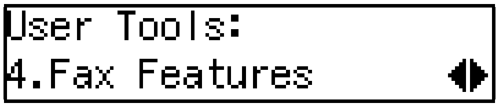
To delete a Specified Sender, perform the following procedure.

1 **Press the 【User Tools】 key.**



```
User Tools:
1.Counter           ◀▶
```

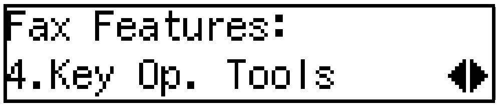
2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



```
User Tools:
4.Fax Features      ◀▶
```

3 **Press the 【OK】 key.**

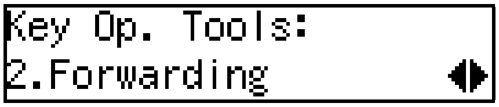
4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**



```
Fax Features:
4.Key Op. Tools     ◀▶
```

5 **Press the 【OK】 key.**

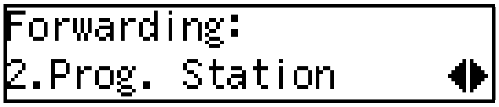
6 **Press ◁ or ▷ until " 2. Forwarding " is displayed.**



```
Key Op. Tools:
2.Forwarding        ◀▶
```

7 **Press the 【OK】 key.**

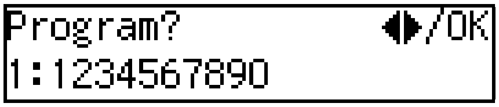
8 **Press ◁ or ▷ until " 2. Prog. Station " is displayed.**



```
Forwarding:
2.Prog. Station     ◀▶
```

9 **Press the 【OK】 key.**

10 **Press ◁ or ▷ to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.**

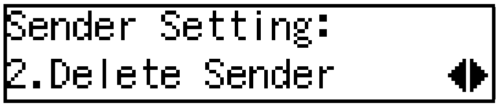


```
Program?         ◀▶/OK
1:1234567890
```

11 **Press the 【OK】 key.**

12 **Press the 【OK】 key.**

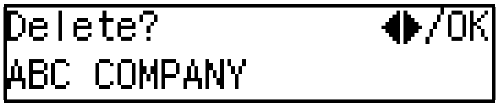
13 **Press ◁ or ▷ until " 2. Delete Sender " is displayed.**



```
Sender Setting:
2.Delete Sender     ◀▶
```

14 **Press the 【OK】 key.**

15. Use ◁ or ▷ to display the Specified Sender you want to delete.


Delete? ◀▶/OK
ABC COMPANY

16. Press the 【OK】 key.

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step 14.

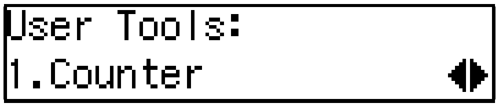
17. Press the 【User Tools】 key to return to the standby display.

Printing the Specified Sender list

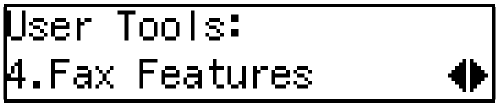
You can check which Specified Senders are registered for a Forwarding Address.

Follow the steps below to print this list.

1. Press the 【User Tools】 key.

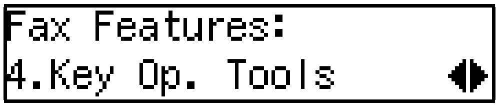

User Tools:
1.Counter ◀▶

2. Press ◁ or ▷ until " 4. Fax Features " is displayed.


User Tools:
4.Fax Features ◀▶

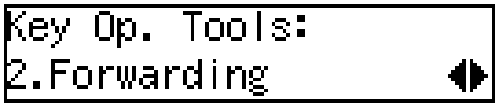
3. Press the 【OK】 key.

4. Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.


Fax Features:
4.Key Op. Tools ◀▶

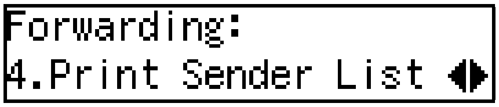
5. Press the 【OK】 key.

6. Press ◁ or ▷ until " 2. Forwarding " is displayed.


Key Op. Tools:
2.Forwarding ◀▶

7. Press the 【OK】 key.

8. Press ◁ or ▷ until " 4. Print Sender List " is displayed.


Forwarding:
4.Print Sender List ◀▶

9. Press the 【OK】 key.

10. Press the 【Start】 key.

The list is printed.

11. Press the 【User Tools】 key to return to the standby display.

User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

❖ Switches and Bits

User Parameters are divided into switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Bit Number	**7**	**6**	**5**	**4**	**3**	**2**	**1**	**0**
Bit Value	↓	↓	↓	↓	↓	↓	↓	↓
	0	1	0	0	0	0	0	0

The User Parameter switches are outlined below.

Switch	**Bit**	**Item**	**1**	**0**
00	3,2,1	Image density adjustment level home position (the higher level, the greater image density) 000: Standard, 001: lighter, 010: darker 101: somewhat lighter 110: somewhat darker		
	5,4	5, 4: Default resolution when you send a message. `RESOLUTION` 00: Standard 01: Detail 10: Fine		
	6	Default setting for transmission. `TRANSMISSION MODE`	Immediate	Memory
	7	Home position for the Original Type. `HALFTONE`	Photo	Text
01	7	Return the machine to the default settings after each communication (`Return to default after transmission`)	On	Off

Switch	Bit	Item	1	0
02	0	Default setting for printing the Forwarding Mark. `FORWARDING MARK`	On	Off
	1	Default setting for the Center Mark. `CENTER MARK`	On	Off
	2	Default setting for printing the Reception Time. `RECEPTION TIME`	On	Off
	3	Print Sender Information (TSI Print)	On	Off
	4	Default setting for the Checkered Mark. `CHECKERED MARK`	On	Off
03	0	Automatic printing of the Communication Result Report (Memory TX)	On	Off
	2	Automatic printing of the File Reserve Report (Memory TX)	On	Off
	3	Automatic printing of the File Reserve Report (Polling RX)	On	Off
	4	Automatic printing of the Communication Result Report (Polling RX)	On	Off
	5	Automatic printing of the Transmission Result Report (Immediate TX)	On	Off
	7	Automatic printing of the Journal	On	Off
04	7	Include a portion of the image on the Communication Result Report, File Reserve Report, Communication Failure Report.	On	Off

Switch	Bit	Item	1	0
05	0	Store incoming faxes when machine is out of supplies. `SUBSTITUTE RECEPTION`	On	Off
	1	Default setting for Substitute Reception. `CONDITIONS OF MEMORY RECEPTION`	Reject (If no name or fax number is received)	Accept (Free)
	4	Restricts fax machine usage to specific users. `RESTRICTED ACCESS`	On	Off
06	0	Default setting for a header with each page. `FAX HEADER PRINT`	On	Off
	4	Default setting for Batch Transmission. `BATCH TRANSMISSION`	On	Off
07	2	Parallel Memory Transmission	On	Off
	4	Assign the Tone key as the "*" key on the operation panel. `TONE SWITCH BY ASTERISK KEY`	On	Off
08	6	Forwarding	On	Off
	7	Forwarding 0: Forward messages from Specified Senders only. 1: Forward messages from non-Specified Senders only.		
09	0	Memory Lock	On	Off
	1	`Memory Lock` 0: Messages from Specified Senders are not printed unless you enter the Memory Lock ID. 1: Messages from non-Specified Senders are not printed unless you enter the Memory Lock ID.		
	6	`ADD DESTINATIONS WITH A SERIES OF QUICK DIALS`	On	Off

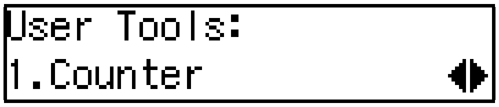
Switch	Bit	Item	1	0
10	7	Use dithering halftone (SPD) or standard halftone (STD). `HALFTONE METHOD`	SPD	STD
11	6	Print the received message when acting as a Forwarding Station `PRINT MEMORY TRANSFER FILES`	On	Off
12	1	Distinctive Ring	On	Off
13	0	Access to the public telephone line `PABX/PSTN G3`	PABX	PSTN

Changing the User Parameters

We recommend that you print the User Parameter list and keep it when you register or change a user parameter. See p.62 "Printing the User Parameter List".

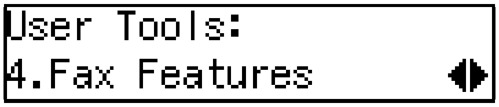
Do not change any bit switches other than those shown on the previous pages.

1 Press the 【User Tools】 key.



User Tools:
1.Counter ◀▶

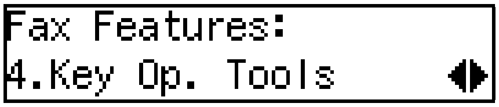
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



User Tools:
4.Fax Features ◀▶

3 Press the 【OK】 key.

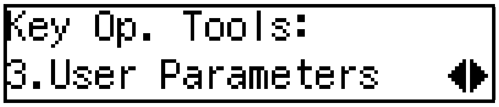
4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.



Fax Features:
4.Key Op. Tools ◀▶

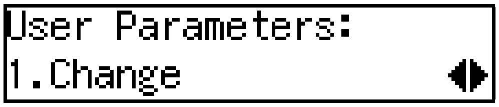
5 Press the 【OK】 key.

6 Press ◁ or ▷ until " 3. User Parameters " is displayed.



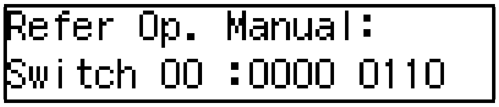
Key Op. Tools:
3.User Parameters ◀▶

7 Press the 【OK】 key.



User Parameters:
1.Change ◀▶

8 **Press the 【OK】 key.**


Refer Op. Manual:
Switch 00 :0000 0110

For a list of the switches and settings, see p.58 “User Parameters”.

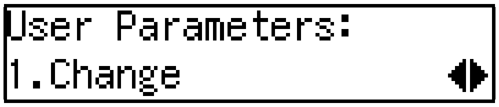
Use the User Parameters table to look up the number of the switch that you want to change, and then press the ◁ or ▷ key to display the number of the switch.

The bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

Key to Press	7	6	5	4	3	2	1	0
SW 00:	1	0	0	0	0	1	1	0

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

9 **When you are finished making adjustments, press the 【OK】 key.**

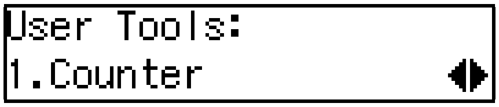

User Parameters:
1.Change ◀▶

10 **Press the 【User Tools】 key to return to the standby display.**

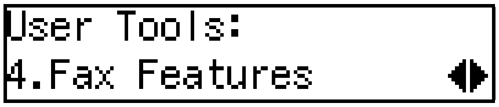
Printing the User Parameter List

Print this list to see the current User Parameter settings.

1 **Press the 【User Tools】 key.**

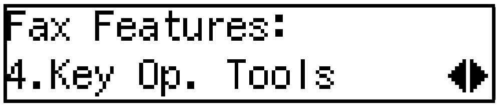

User Tools:
1.Counter ◀▶

2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**


User Tools:
4.Fax Features ◀▶

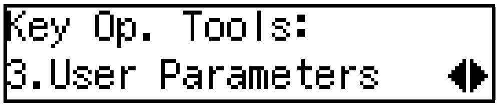
3 **Press the 【OK】 key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

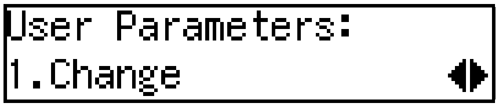

Fax Features:
4.Key Op. Tools ◀▶

5 **Press the 【OK】 key.**

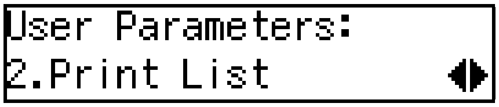
6 **Press ◁ or ▷ until " 3. User Parameters " is displayed.**


Key Op. Tools:
3.User Parameters ◀▶

7 **Press the 【OK】 key.**

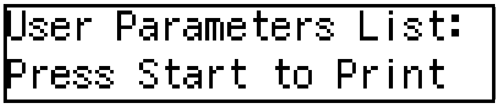

User Parameters:
1.Change ◀▶

8 **Press the ◁ or ▷ key until " 2. Print List " is displayed.**


User Parameters:
2.Print List ◀▶

9 **Press the 【OK】 key.**

10 **Press the 【Start】 key to print the list.**


User Parameters List:
Press Start to Print

Note

- ❒ If you press the 【Cancel】 key before printing starts, the list will not be printed and the display shown in step **8** appears again.

11 **Press the 【User Tools】 key to return to the standby display.**

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed, users have to enter their Personal Code before they send a fax. This function is used for the Restricted Access. See p.65 "Restricted Access"

Important

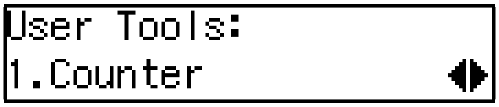
- ❒ We recommend that you print the Personal Code List and keep it when you register or change a Personal Code. See p.64 "Printing the Personal Code List".

Limitation

- ❒ Personal Codes can be up to 8-digits long, and you can enter the following numbers and symbols : 0 to 9, #, *, and spaces.
- ❒ You can register up to 10 Personal Codes. Each Personal Code name can be up to 20 characters long.

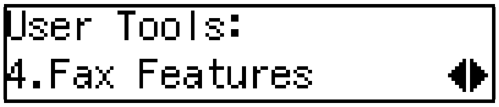
Registering and Editing

1 **Press the 【User Tools】 key.**



```
User Tools:
1.Counter            ◀▶
```

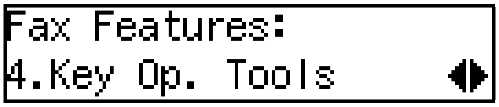
2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**



```
User Tools:
4.Fax Features       ◀▶
```

3 **Press the 【OK】 key.**

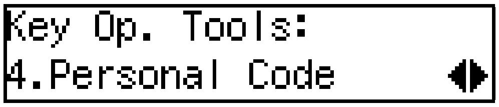
4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**



```
Fax Features:
4.Key Op. Tools      ◀▶
```

5 **Press the 【OK】 key.**

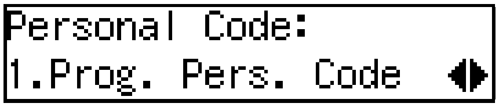
6 **Press ◁ or ▷ until " 4. Personal Code " is displayed.**



```
Key Op. Tools:
4.Personal Code      ◀▶
```

7 **Press the 【OK】 key.**

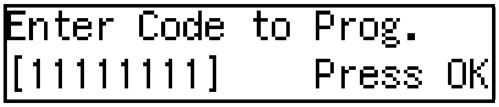
Confirm that " 1. Prog. Pers. Code " is displayed.



```
Personal Code:
1.Prog. Pers. Code   ◀▶
```

8 **Press the 【OK】 key.**

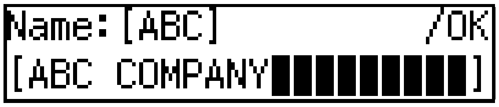
9 **To register a new Personal Code , enter the Personal Code (8 digits or less) with the number keys. To edit a registered personal code, press ◁ or ▷ to display the desired Personal Code.**



```
Enter Code to Prog.
[11111111]    Press OK
```

10 **Press the 【OK】 key.**

11 **Enter the user name.**



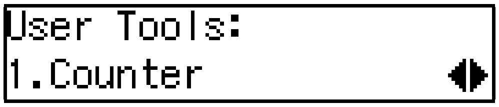
```
Name:[ABC]         /OK
[ABC COMPANY█████████]
```

12 **Press the 【OK】 key.**

13 **Press the 【User Tools】 key to return to the standby display.**

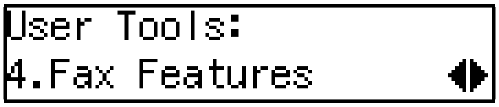
Deleting

1 Press the 【User Tools】 key.



User Tools:
1.Counter ◀▶

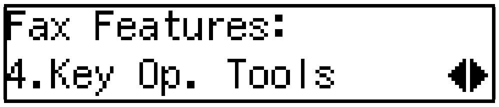
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



User Tools:
4.Fax Features ◀▶

3 Press the 【OK】 key.

4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.



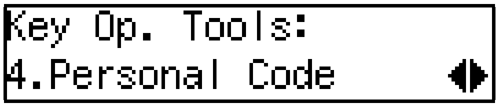
Fax Features:
4.Key Op. Tools ◀▶

5 Press the 【OK】 key.

Note

- ❒ If the key operator code is registered and turned on, enter the key operator code, and then press the 【OK】 key.

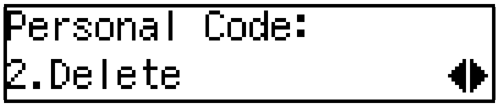
6 Press ◁ or ▷ until " 4. Personal Code " is displayed.



Key Op. Tools:
4.Personal Code ◀▶

7 Press the 【OK】 key.

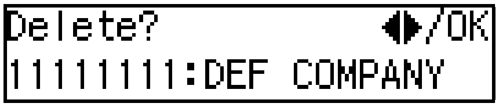
8 Press ◁ or ▷ until " 2. Delete " is displayed.



Personal Code:
2.Delete ◀▶

9 Press the 【OK】 key.

10 Press ◁ or ▷ to display the Personal Code you want to delete.



Delete? ◀▶/OK
11111111:DEF COMPANY

11 Press the 【OK】 key.

The Personal Code is deleted.

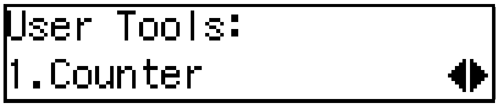
If you want to delete another Personal Code, repeat the above steps from step 9.

12 Press the 【User Tools】 key to return to the standby display.

Printing the Personal Code List

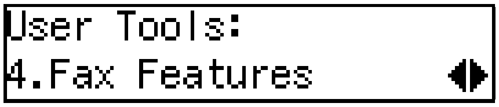
Print this list to find out the registered Personal Codes and their names.

1 Press the 【User Tools】 key.



User Tools:
1.Counter ◀▶

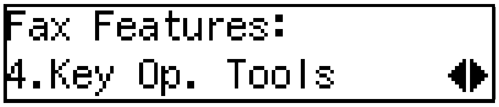
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



User Tools:
4.Fax Features ◀▶

3 Press the 【OK】 key.

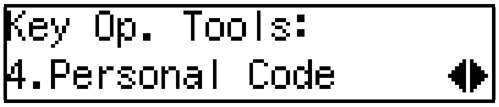
4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.



Fax Features:
4.Key Op. Tools ◀▶

5 Press the 【OK】 key.

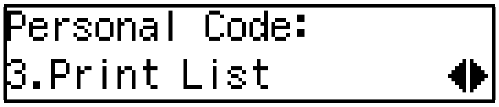
6 Press ◁ or ▷ until " 4. Personal Code " is displayed.



```
Key Op. Tools:
4.Personal Code      ◀▶
```

7 Press the 【OK】 key.

8 Press ◁ or ▷ until " 3. Print List " is displayed.



```
Personal Code:
3.Print List         ◀▶
```

9 Press the 【OK】 key.

10 Press the 【Start】 key.

The list is printed.

11 Press the 【User Tools】 key to return to the standby display.

Restricted Access

Use this function to limit transmission to specific users. When turned on, users must enter a previously assigned Personal Code in order to transmit documents.

The Restricted Access function makes it possible to monitor machine usage by user or department.

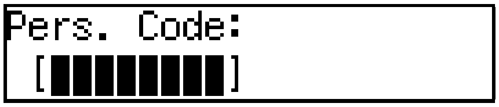
Preparation

In order to use this function, you need to register the Personal Code and turn this function on with the User Parameters beforehand. See p.63 “Registering and Editing”. and p.58 “User Parameters” (Switch 05, Bit 4).

Note

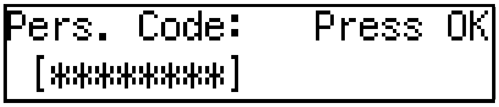
- ❒ The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:
  - The machine is not used for a certain time
  - A previously set document is removed
  - The current operation is completed
- ❒ When Restricted Access is turned on, incoming faxes are received and printed as normal.

1 Check that the Restricted Access display is shown.



```
Pers. Code:
 [■■■■■■■■]
```

2 Enter your personal code with the number keys.



```
Pers. Code:   Press OK
 [********]
```

3 Press the 【OK】 key.

ID Code

Use this procedure to register the following kinds of ID Codes:

Important

- ❒ You can confirm ID Codes in the Parameter Settings list. We recommend you print a new list each time you register or change ID Codes.
- ❒ You can edit registered ID Codes by performing the steps for registering ID Codes in the following procedure. Display the ID Code you want to change, and then press the 【Clear/Stop】 key and re-enter the ID Code.

❖ Polling ID

This ID is required for using Default ID Polling Reception. See p.5 "Calling to Request a Message (Polling Reception)"

Note

- ❒ You can enter A to F by the Quick Dial keys.
- ❒ You can enter 0 to 9 by the number keys.
- ❒ 0000 and FFFF can not be entered.

❖ Memory Lock ID

This ID is required for printing a message received using the Memory Lock function. See p.12 "Printing a Memory-locked Message".

Note

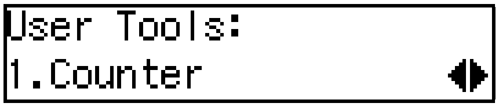
- ❒ You can enter 0 to 9 by the number keys.
- ❒ 0000 can not be entered.

Registering

To register ID Codes, perform the following procedure.

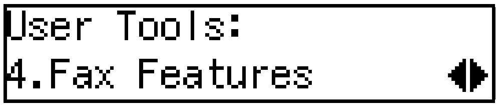
The following example is for Memory Lock ID.

1 Press the 【User Tools】 key.



User Tools:
1.Counter ◀▶

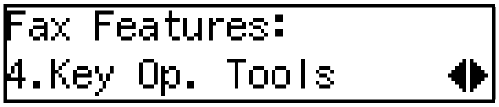
2 Press ◁ or ▷ until " 4. Fax Features " is displayed.



User Tools:
4.Fax Features ◀▶

3 Press the 【OK】 key.

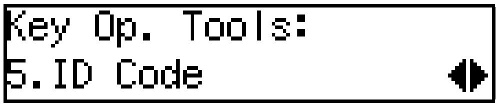
4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.



Fax Features:
4.Key Op. Tools ◀▶

5 Press the 【OK】 key.

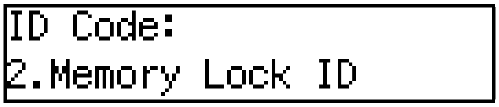
6 Press ◁ or ▷ until " 5. ID Code " is displayed.



Key Op. Tools:
5.ID Code ◀▶

7 Press the 【OK】 key.

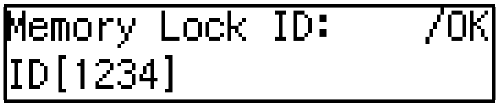
8 Press ◁ or ▷ until " 2. Memory Lock ID " is displayed.



ID Code:
2.Memory Lock ID

9 Press the 【OK】 key.

10 Enter the Memory Lock ID (4-digits) with the number keys.



```
Memory Lock ID:    /OK
ID[1234]
```

If you make a mistake, press the 【Clear/Stop】 key and try again.

11 Press the 【OK】 key.

If you want to enter another item, repeat the above steps from step 9.

12 Press the 【User Tools】 key to return to the standby display.

Line Type

You must register the Line Type before you connect the machine to the line.

Note

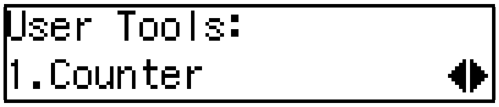
- ❒ This function is not available in some areas.
- ❒ If you do not know the type of line you are connected to, select "Tone" and dial a trial number. If the connection was successful, your Line Type is "Tone", if it was not, set the Line Type to "Pulse" and dial a trial number. If the connection was successful, your Line Type is "Pulse".

Limitation

- ❒ If you do not correctly set the Line Type, you will be able to receive messages, but you may not be able to send them.

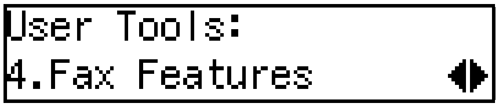
To register the Line Type, perform the following procedure.

1 Press the 【User Tools】 key.



```
User Tools:
1.Counter            ◀▶
```

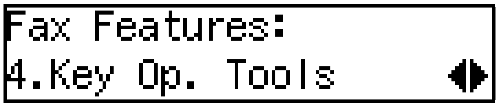
2 Press ◁ or ▷ until "4. Fax Features" is displayed.



```
User Tools:
4.Fax Features       ◀▶
```

3 Press the 【OK】 key.

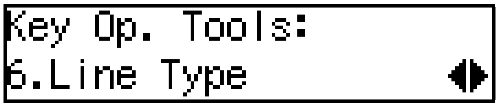
4 Press ◁ or ▷ until "4. Key Op. Tools" is displayed.



```
Fax Features:
4.Key Op. Tools      ◀▶
```

5 Press the 【OK】 key.

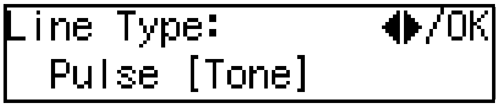
6 Press ◁ or ▷ until "6. Line Type" is displayed.



```
Key Op. Tools:
6.Line Type          ◀▶
```

7 Press the 【OK】 key.

8 Press ◁ or ▷ and select "Tone" or "Pulse".



```
Line Type:        ◀▶/OK
  Pulse [Tone]
```

9 Press the 【OK】 key.

10 Press the 【User Tools】 key to return to the standby display.

PSTN Access Number

Use this setting to save having to enter a pause after the PSTN access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

Limitation

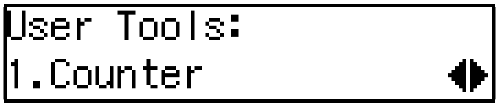
- ❒ PSTN access numbers can be up to 2 digits long.
- ❒ This function does not work when using On Hook mode or when dialing from an external telephone.

Note

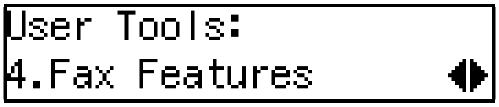
- ❒ After you have registered PSTN access number, select the line to PABX on User Parameters (Switch 13 Bit 0).

To register an PSTN access number, perform the following procedure.

1 Press the 【User Tools】 key.

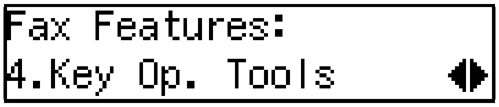

User Tools:
1.Counter ◀▶

2 Press ◁ or ▷ until " 4. Fax Features " is displayed.


User Tools:
4.Fax Features ◀▶

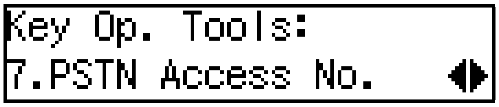
3 Press the 【OK】 key.

4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.


Fax Features:
4.Key Op. Tools ◀▶

5 Press the 【OK】 key.

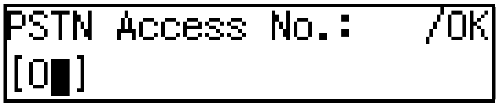
6 Press ◁ or ▷ until " 7. PSTN Access No." is displayed.


Key Op. Tools:
7.PSTN Access No. ◀▶

7 Press the 【OK】 key.

8 Enter the PSTN access number (2-digits) with the number keys.

If you make a mistake, press the 【Clear/Stop】 key and try again.


PSTN Access No.: /OK
[0█]

9 Press the 【OK】 key.

" Programmed " is displayed.

10 Press the 【User Tools】 key to return to the standby display.

Memory File Transfer

If the machine cannot print out a received message, you can send all messages currently stored in memory to another fax machine and have them printed out there (for example, when toner is empty, paper has run out, or the printing function is out of order). All messages in memory including Memory-locked messages can be sent to another fax machine. Use this function when you are in an urgent situation.

Limitation

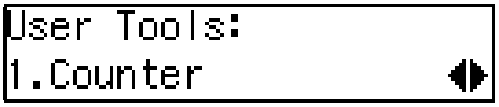
- ❒ Even if a transmission error occurs, messages are not resent.

Note

- ❒ All documents are not erased from memory regardless of whether forwarding was successful or not.
- ❒ Details of the forwarding operation are not printed in the Journal.

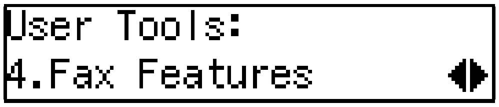
To transfer all of the messages currently stored in memory, perform the following procedure.

1. **Press the 【User Tools】 key.**



```
User Tools:
1.Counter        ◀▶
```

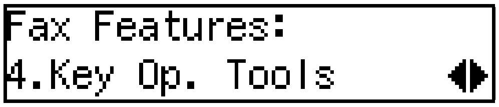
2. **Press ◁ or ▷ until "4. Fax Features" is displayed.**



```
User Tools:
4.Fax Features   ◀▶
```

3. **Press the 【OK】 key.**

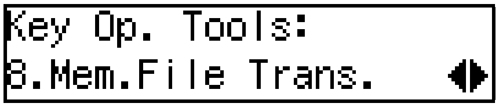
4. **Press ◁ or ▷ until "4. Key Op. Tools" is displayed.**



```
Fax Features:
4.Key Op. Tools  ◀▶
```

5. **Press the 【OK】 key.**

6. **Press ◁ or ▷ to display "8. Mem. File Trans.".**



```
Key Op. Tools:
8.Mem.File Trans. ◀▶
```

7. **Press the 【OK】 key.**

   If no files are available, "No Files Exist" is displayed.

8. **Enter the transfer destination's fax number with the number keys.**

9. **Press the 【Start】 key.**

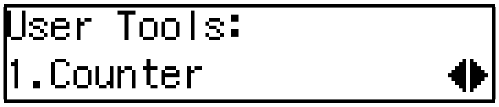
   File transfer starts.

   Once file transfer has finished, the machine returns to standby mode.

RDS (Remote Diagnostic System)

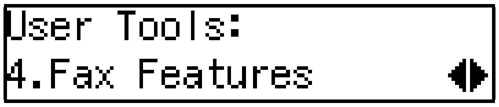
If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

1. **Press the 【User Tools】 key.**



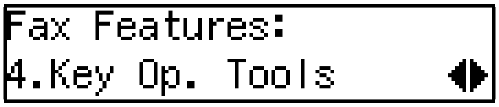
```
User Tools:
1.Counter            ◀▶
```

2. **Press ◁ or ▷ until "4. Fax Features" is displayed.**



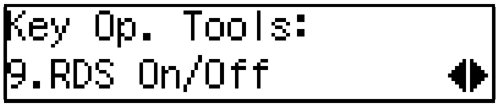
```
User Tools:
4.Fax Features       ◀▶
```

3. **Press the 【OK】 key.**
4. **Press ◁ or ▷ until "4. Key Op. Tools" is displayed.**



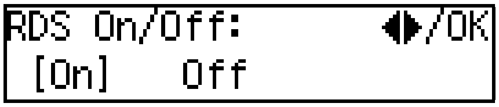
```
Fax Features:
4.Key Op. Tools      ◀▶
```

5. **Press the 【OK】 key.**
6. **Press ◁ or ▷ until "9. RDS On/Off" is displayed.**



```
Key Op. Tools:
9.RDS On/Off         ◀▶
```

7. **Press the 【OK】 key.**
8. **Press ◁ or ▷ and select "On" or "Off".**



```
RDS On/Off:       ◀▶/OK
 [On]   Off
```

9. **Press the 【OK】 key.**
10. **Press the 【User Tools】 key to return to the standby display.**

7. Troubleshooting

Reading Reports

Error Report

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line . If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Note

- ❒ If the error happens frequently, contact your service representative.
- ❒ The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages that were not sent or received successfully.

Power Failure Report

Even if the main power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for about 12 hours through the main power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

Important

- ❒ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- ❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.

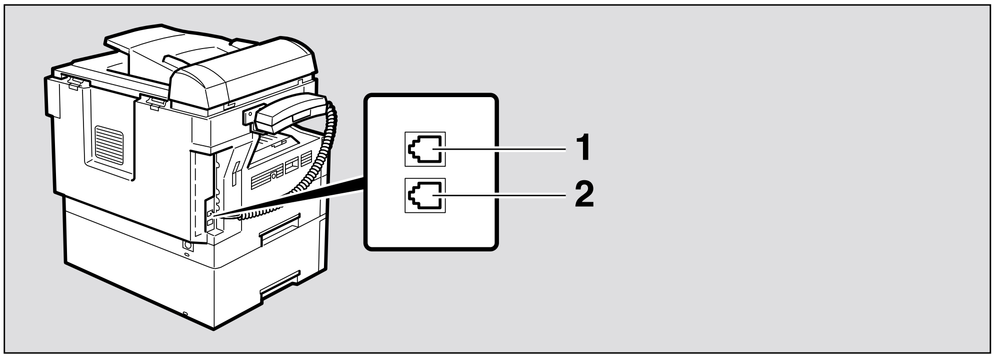
Connecting to a Telephone Line and a Telephone

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

- ❒ Make sure the connector is the correct type before you start.
- ❒ By law in the United States, you must program your phone number identification (your OWN FAX NUMBER) into your machine before you can connect the public phone system. See chapter3 "Own Name/Fax Header/Own Fax Number" in the Basic Features manual.

❖ Where to connect the machine



ZFKH070N

1. **External Telephone**
2. **Line**

Connecting the Optional Handset and an External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

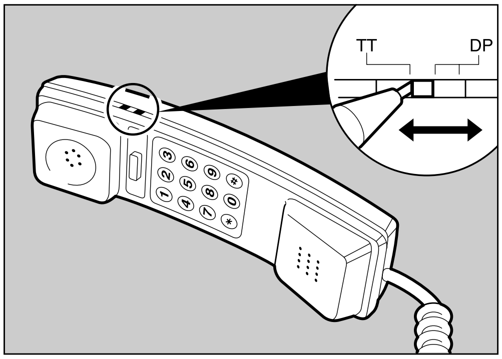
Note

- ❒ Some telephone may not be connected or may suffer reduced functionality.

Limitation

- ❒ When you use the handset or an optional external telephone with the **【On Hook Dial】** key for telephone calls, you can not talk with the other party without pressing the **【On Hook Dial】** or **【Clear/Stop】** key after taking off the receiver.

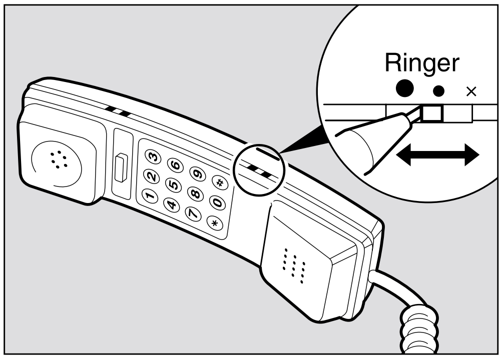
❖ Specifying the handset line type



ND1X00E0

The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

❖ Adjusting the handset bell volume



ND1X00E1

Adjust the handset ringer volume using the volume switch.

Specifications

Base Machine

❖ Power Consumption

Standby mode	100W
Immediate Transmission	130W
Immediate Reception	290W
Printing	480W
Night Timer Off mode	2W
Low-Power mode, Auto Off Mode	2W

❖ Protocol:

G3

❖ Resolution:

- Standard: 8×3.85/mm
- Detail: 8×7.7/mm
- Fine: 8×15.4/mm

❖ Transmission Time:

3 seconds at 28,800bps, Standard resolution

❖ Data Compression Method:

MH, MR, MMR

❖ Maximum Original Size:

216×1260mm / 8.5″×49.6″ (Standard and Detail)
216×600mm / 8.5″×23.7″ (Fine)

❖ Maximum Scanning Size:

216×1260mm / 8.5″×49.6″ (Standard and Detail)
216×600mm / 8.5″×23.7″ (Fine)

❖ Print Process:

Printing on standard paper using a laser

❖ Transmission Speed:

33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system)

Available Options

❖ Expansion Memory (32MB)

Increase memory capacity.

❖ Paper Tray Unit (Option for Model B only)

Holds 500 sheets of paper.

❖ Document Feeder (ADF) (Option for Type1)

Originals will be fed automatically.

❖ Handset (Handset Type 1018)

This permits voice communication.

Originals

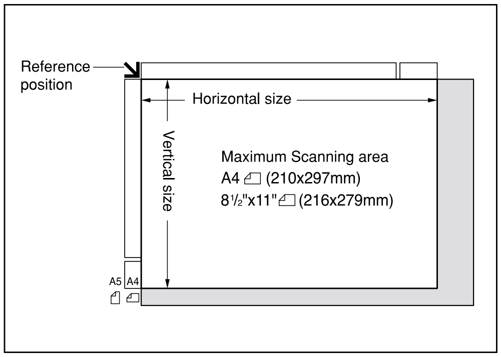
Make sure your originals are completely dry before placing them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and affect the resulting image.

Sizes and weights of Recommended Originals

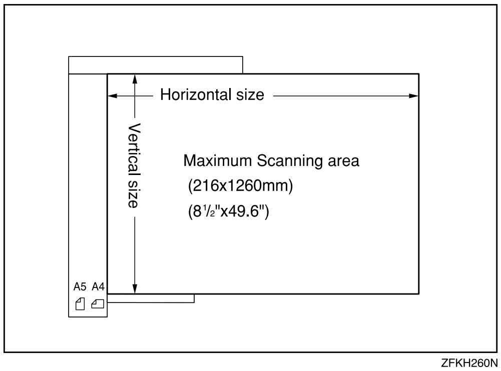
Where Original is Placed	**Acceptable Original Size**	**Maximum Number of Sheets**	**Paper Thickness**
Exposure glass	Maximum A4 (210×297mm)▭, $8^{1}/_{2}$"×11" (216×279mm)▭	1	----
Document Feeder (ADF)	Fax transmission: A5▭▯ to A4▭(up to 1260mm long), $8^{1}/_{2}$"×11" ▭ to $8^{1}/_{2}$" ×14"▭	30 sheets (80g/m^2, 21 lb)	52–105g/m^2 (45—90kg, 14-28 lb)

Paper Size and Scanned Area

❖ Exposure Glass


Reference position
Horizontal size
Vertical size
Maximum Scanning area
A4 ▭ (210x297mm)
8½"x11"▭ (216x279mm)
A5
A4
ZFKH270E

❖ Document Feeder (ADF)


Horizontal size
Vertical size
Maximum Scanning area
(216x1260mm)
(8½"x49.6")
A5 A4
ZFKH260N

Limitation

- ❒ Even if an original is correctly placed on the exposure glass or in the Document Feeder, a margin of 3mm to 5mm (0.1″ to 0.2″)around each edge of the original may not be sent.
- ❒ There may be a difference in the size of the image when it is printed at the destination.

Note

- ❒ The maximum scanning area on ADF is 1260mm (49.6″) when the Resolution is Detail or Standard, 600mm (23.7″)when it is Fine.
- ❒ If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width.

Maximum Values

The following list contains the maximum value for each item.

Item	Standard
Memory	1MB
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart, Resolution: Standard, Original Type: Text >)	80 (320 with Optional Memory)
Total number of Memory Transmission files	133
The number of pages per file	500
The number of pages for all files	500
The number of destinations you can specify for one file	133
The number of destinations you can specify for all files	300
The number of Quick Dials you can register	16
The number of Speed Dials you can register	50
The number of Group Dials you can register	5
The number of destinations you can specify by the number keys	67
The number of destinations you can register in a group	133
The number of destinations you can register in all groups	133
The number of personal codes you can register	10
The number of digits for Dials	254

Advanced Transmission Features

Functions selectable with the 【**Trans. Option**】 key are as follows.

Function name	**Description**	**Reference**
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	p.1 "Sending at a Specific Time (Send Later)"
Fax Header Print	You can add a Fax Header (e.g. registered name) to the message you send so it appears on the message printed by the receiving machine.	p.3 "Fax Header Print"
Polling Reception	Use this function if you want to poll a message from another terminal.	p.5 "Calling to Request a Message (Polling Reception)"

Job Information

Functions selectable with the **【Job Information】** key are as follows.

Function name	**Description**	**Reference**
Canceling Transmission or Reception	This function cancels a file (reservation) for Memory Transmission or Polling Reception.	p.9 "Canceling Transmission or Reception"
Printing the File List	The transmission file list can be manually printed. This list allows you to know what files are stored in memory and the file numbers.	p.10 "Printing a List of Files in Memory (Print File List)"
Printing a Stored Message	Prints the contents of a fax that is stored in memory and has not been sent yet.	p.11 "Printing a Stored Message (Print TX File)"
Printing a Memory-locked Message	The Memory-locked messages can be manually printed. To print the messages, you have to enter the Memory Lock ID.	p.12 "Printing a Memory-locked Message"
Printing the Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	p.13 "Printing the Journal"

User Tools

Function name	Description	Reference
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by only pressing the Quick Dial key.	Chapter3 "Quick Dial" in the Basic Features manual.
Register/Delete Speed Dial	When you register a destination in a Speed Dial, you can specify the destination by entering the two-digit Speed Dial code after pressing the Speed Dial key.	Chapter3 "Speed Dial" in the Basic Features manual.
Register/Delete Group Dial	If you program several destinations into a Group, you can dial with just a few keystrokes.	Chapter3 "Groups" in the Basic Features manual.
Assigning User Function Keys	Stores a frequently used function in a User Function Key (【F1】 to 【F3】).	p.35 "User Function Keys"
Reports/Lists	This function allows you to print various reports and lists manually. You can print the following reports and lists: • Journal • Transmission File List • Quick Dial list • Speed Dial list • Group Dial list • Quick Dial Label • User Function List	p.39 "Printing Reports/Lists"
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	Chapter4 "Adjusting Volume" in the Basic Features manual.
Display Contrast	Adjust the brightness of the display.	p.42 "Adjusting the Display Contrast"
Date/Time	Adjusts the date and the time as a reference.	p.43 "Setting the Date and Time"
Reception Mode	The machine can treat incoming fax messages and telephone calls in two ways.	Chapter 2 "Reception Modes" in the Basic Features manual.

Function name	Description	Reference
Setting the Auto Ring Time	You can alter the number of rings by changing the Auto Ring Time.	p.45 "Setting the Auto Ring Time"
Fax Information	Registers your Own Name, Fax Header and Own Fax Number.	Chapter3 "Own Name /Fax Header / Own Fax Number" in the Basic Features manual.
Fax Reset Timer	You can select a period of time before this machine automatically returns to the standby mode.	p.46 "Setting the Fax Reset Timer"
On Hook Timeout	You can select a period before the machine cancels the On Hook Dial mode.	p.47 "On Hook Timeout"

Key Operator Tools

Function name	Description	Reference
Memory Lock	All received messages are stored in memory and are not automatically printed.	p.50 “Memory Lock”
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	p.52 “Forwarding”
Changing User Parameters	Allows you to change the function settings to meet your needs.	p.58 “User Parameters”
Printing User Parameter List	Allows you to print and check User Parameter settings.	p.62 “Printing the User Parameter List”
Personal Code	Personal Code is used for Restricted Access. When turn the Restricted Access on, users must enter the Personal Code in order to transmit documents.	p.63 “Personal Codes”
ID Code	Registers the ID required for using Polling Reception and Memory Lock.	p.66 “ID Code”
Line Type	Registers the type of line (Tone or Pulse) you are connected to.	p.67 “Line Type”
PSTN Access Number	Allows you to specify the code used to access an outside line when dialing.	p.68 “PSTN Access Number”
Memory File Transfer	You can send all messages currently stored in memory to another fax and have them printed out there.	p.69 “Memory File Transfer”
RDS On/Off	Allows you to switch on RDS (Remote Diagnostic system) to a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.70 “RDS (Remote Diagnostic System)”

INDEX

A

Adjusting Volume→ Monitor Volume, 81
Advanced Transmission Features, 79
Assigning User Function Keys, 36, 81
Auto Fax Reception Power-up, 29
Automatic Redial, 23
Auto Ring Time, 45, 82

B

Batch Transmission, 23
Broadcasting Sequence, 23

C

Canceling Transmission or Reception, 9, 80
Center Mark, 30
Chain Dial, 15
Changing Key Operator Settings, 50
Changing User Parameters, 83
Checkered Mark, 30
Communication Failure Report, 25
Communication Result Report, 25
Communication Result Report (Polling RX), 7

D

Date and Time, 43
Date/Time, 81
Deleting
    Forwarding Station, 55
    Specified Sender, 56
    Specified Sender for Memory Lock, 51
Display Contrast, 42, 81
Dual Access, 24

E

ECM (Error Correction Mode), 24
Editing
    Forwarding Station, 54
    Specified Sender, 55
Error Report, 71
External Telephone, 74

F

Fax Header Print, 3, 79
Fax Information, 82
Fax Reset Timer, 46, 82
File Reserve Report, 25
File Reserve Report (Polling RX), 7
Forwarding, 52, 83
Forwarding Station, 53, 54, 55
Function List
    Advanced Transmission Features, 79
    Job Information, 80
    Key Operator Settings, 49, 83

G

Group Dial, 81
Group Dial List, 40

H

Handset, 74
Handy Dialing Functions, 15

I

ID Code, 66, 83
Immediate Reception, 27

J

Job Information, 9, 80
Journal, 13, 39, 80

K

Key Operator Settings, 49
Key Operator Tools, 83

L

Label Insertion, 4
Line Type, 67, 83

M

Manual Dial, 18
Maximum Values, 78
Memory File Transfer, 69, 83
Memory Lock, 50, 83
Memory-locked Message, 12, 80
Memory Lock ID, 66
Memory Reception, 27
Monitor Volume, 81
More Transmission Functions, 22

O

On Hook Dial, 17
On Hook Timeout, 47, 82
Options, 76
Originals, 76
Other Transmission Features, 15
Outside Line Access Number → PSTN Access Number, 68

P

Page Separation and Length Reduction, 31
Parallel Memory Transmission, 24
Personal Code, 63, 83
Personal Code List, 64
Polling ID, 66
Polling Reception, 5, 79
Polling Reserve Report → File Reserve Report (Polling RX), 7
Polling Result Report → Communication Result Report (Polling RX), 7
Power Failure Report, 71
Printed Report, 25
Print File List, 10
Printing
  Group Dial List, 39
  Journal, 13, 39, 80
  List of Files in Memory, 10, 80
  List of Specified Senders for Memory Lock, 51
  Memory-locked Message, 12, 80
  Quick Dial Label, 39
  Quick Dial List, 39
  Reports/Lists, 39
  Specified Sender list, 57
  Speed Dial List, 39
  Stored Message, 11, 80
  TX File List, 39
  User Function List, 39
  User Parameter List, 83
Printing Options, 30
Print TX File, 11
PSTN Access Number, 68, 83
PWD, 19

Q

Quick Dial, 81
Quick Dial Label, 39
Quick Dial List, 40

R

RDS, 70
RDS On/Off, 83
Reception
  Auto Fax Reception Power-up, 29
  Immediate Reception, 27
  Memory Reception, 27
  Receiving Messages in Telephone Mode, 29
  Screening Out Messages from Anonymous Senders, 28
  Substitute Reception, 28
Reception Features, 27
Reception Mode, 81
Reception Time, 31
Redial, 16
Register/Delete
  Group Dial, 81
  Quick Dial, 81
  Speed Dial, 81
Registering
  Forwarding Station, 53
  ID Codes, 66
  Specified Sender for Memory Lock, 51
Report, 71
Report Formats, 14
Reports, 25
  Communication Failure Report, 25
  Communication Result Report, 25
  Error Report, 71
  File Reserve Report, 25
  Journal, 13, 14
  Power Failure Report, 71
  Reports/Lists, 39
  Transmission Result Report (Immediate Transmission), 26
Reports/Lists, 39, 81
Restricted Access, 65

S

Secured Polling Reception, 5
Send Later, 1, 79
SEP Code, 19
SID, 20
Specifications, 75
Specified Sender, 55, 56
Specified Sender list, 57
Speed Dial, 81
Speed Dial List, 40
Stored ID Override Polling Reception, 5
Stored Message, 11
SUB Code, 20
Substitute Reception, 28
Switches and Bits, 58

T

Telephone Directory, 16
Telephone Line, 73
Telephone Mode, 29
Transmission Features, 15, 19
Transmission Options, 1
Transmission Result Report (Immediate Transmission), 26
Troubleshooting, 71
TSI Print, 30
TTI Print → Fax Header Print, 3
TX File List, 39

U

User Function key
    Deleting, 37
    Using, 37
User Function Keys, 35, 81
User Function keys
    Making key assignment, 36
User Function List, 39
User Parameter List, 58, 83
User Parameters, 58, 83
User Tools, 35, 81

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=92 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 3.680000 mm

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Machine Types

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see Chapter1 " Machine Types" in the Basic Features manual.)

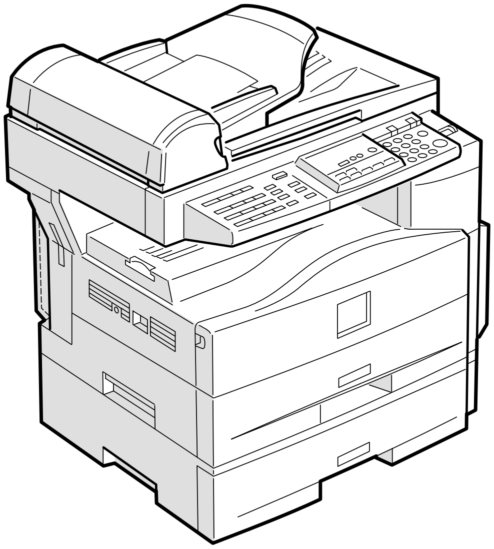
Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Copyright © 2001

PRINTER Controller
Type 1013

Operating Instructions
Printer Reference 2 (option)



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Copy Reference" manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

"PS2" stands for PostScript level2 Compatible in this manual.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Ethernet is a registered trademark of Xerox Corporation.

Adobe, PostScript, Acrobat and PageMaker are registered trademarks of Adobe System Incorporated.

PCL is a registered trademark of Hewlett-Packard Company.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Manuals for This Machine

Manuals for This Machine

There are ten manuals that separately describe the operational procedures for the operation and maintenance of the machine.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ Copy Reference

Describes the procedures and functions for using this machine as a copier.

❖ System Settings

Describes the system settings of this machine.

❖ Facsimile Reference <Basic Features>

Describes the procedures and most frequently used functions for using this machine as a facsimile.

❖ Facsimile Reference <Advanced Features>

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

❖ Printer Reference 1

Describes the system settings, procedures and functions for using this machine as a printer.

❖ Printer Reference 2

Describes the procedures and provides necessary information about using this machine as a printer. This manual is provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer”. (this manual)

❖ Network Interface Board Quick Configuration Guide

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer”.

❖ Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement

Describes the functions of Printer Utility for Mac. This manual is provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer”.

❖ UNIX Supplement

Provides information about setting up and using the printer in a UNIX environment. This manual is provided as a PDF file on the CD-ROM labeled “Operating Instructions for Printer”.

❖ Network Interface Board Type 1018 Owner's Manual

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled “Print Server Software and Documentation” which comes with optional Network Interface Board Type 1018.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Keys on the computer's keyboard.

TABLE OF CONTENTS

1. Setting Up the Printer Driver and Canceling a Print Job

PCL 6/5e - Accessing the Printer Properties 1
- Windows 95/98/Me - Accessing the Printer Properties 1
- Windows 2000 - Accessing the Printer Properties 2
- Windows NT 4.0 - Accessing the Printer Properties 4

PostScript - Setting Up for Printing 6
- Windows 95/98/Me - Accessing the Printer Properties 6
- Windows 2000 - Accessing the Printer Properties 7
- Windows NT 4.0 - Accessing the Printer Properties 9
- Macintosh - Setting Up for Printing 10

Canceling a Print Job 12
- Windows 95/98/Me, Windows 2000, Windows NT 4.0 - Canceling a Print Job ... 12
- Macintosh - Canceling a Print Job 13

2. Uninstalling the Printer Driver and Software

Uninstalling the PCL 6/5e Printer Driver 15
- Windows 95/98/Me - Uninstalling the PCL 6/5e Printer Driver.................... 15
- Windows 2000 - Uninstalling the PCL 6/5e Printer Driver........................... 15
- Windows NT 4.0 - Uninstalling the PCL 6/5e Printer Driver 16

Uninstalling the PostScript Printer Driver... 17
- Windows 95/98/Me - Uninstalling the PostScript Printer Driver 17
- Windows 2000 - Uninstalling the PostScript Printer Driver 17
- Windows NT 4.0 - Uninstalling the PostScript Printer Driver 18
- Macintosh - Uninstalling the PostScript Printer Driver 18

3. Troubleshooting

Error & Status Messages on the Control Panel.................................... 19

Machine Does Not Print 21

Other Printing Problems 22

4. Using the Control Panel

Adjusting Printer Features 24
Printer Features Menu 24

Printer Features Parameters 27
Job Control Menu 27
Network Setup Menu 34
Maintenance Menu 35
List Print Menu 37

Adjusting System Settings 40
Accessing the System Settings 40
System Settings Parameters 41

5. Appendix

Specifications 43
Options 44

INDEX 45

1. Setting Up the Printer Driver and Canceling a Print Job

PCL 6/5e - Accessing the Printer Properties

Windows 95/98/Me - Accessing the Printer Properties

Changing the default printer settings

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [Apply].

Note

- ❒ With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

5 Click [OK].

Making printer settings from an application

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

Note

- ❒ The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print].

The **[Print]** dialog box appears.

2 Select the printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

3 Make any settings you require and click [Apply].

4 Click [OK] to start printing.

Windows 2000 - Accessing the Printer Properties

Changing the default printer settings - Printer Properties

Limitation

- ❒ Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [Apply].

Note

- ❒ Settings you make here are used as the default settings for all applications.

5 Click [OK].

Changing the default printer settings - Printing Preferences Properties

Limitation

- ❒ Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Printing Preferences...].

The Printing Preferences Properties appear.

4 Make any settings you require and click [Apply].

Note

- ❒ Settings you make here are used as the default settings for all applications.

5 Click [OK].

Making printer settings from an application

To make the printer settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

- ❒ The actual procedures you should follow to open the **[Print]** dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print...].

The **[Print]** dialog box appears.

2 Select the printer you want to use in the [Select Printer] box.

3 Make any settings you require and click [Apply].

4 Click [Print] to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing the default printer settings - Printer Properties

Limitation

❒ Changing the setting of the printer requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [OK].

Note

❒ Settings you make here are used as the default settings for all applications.

Changing the default printer settings - Default Document Properties

Limitation

❒ Changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Document Defaults...].

The Default Document Properties appear.

4 Make any settings you require and click [OK].

Note

❒ Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

Note

- ❒ The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print...].

The **[Print]** dialog box appears.

2 Select the printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

3 Make any settings you require and click [OK].

4 Click [OK] to start printing.

PostScript - Setting Up for Printing

Windows 95/98/Me - Accessing the Printer Properties

Changing the default printer settings

To make the Printer default settings, first open the Printer Properties dialog box from the **[Printers]**window.

Note

❒ With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [Apply].

5 Click [OK].

Making printer settings from an application

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

Note

❒ The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.

❒ With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print].

The **[Print]** dialog box appears.

2 **Select the printer you want to use in the [Name] list box, and then click [Properties].**

The Printer Properties appear.

3 **Make any settings you require and click [Apply].**

4 **Click [OK] to start printing.**

Windows 2000 - Accessing the Printer Properties

Changing the default printer settings - Printer Properties

Limitation

- ❒ Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

2 **Click to select the icon of the printer whose default settings you want to change.**

3 **On the [File] menu, click [Properties].**

The Printer Properties appear.

4 **Make any settings you require and click [Apply].**

Note

- ❒ Settings you make here are used as the default settings for all applications.

5 **Click [OK].**

Changing the default printer settings - Printing Preferences Properties

Limitation

- ❒ Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

The **[Printers]** window appears.

2 Click to select the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Printing Preferences...].

The Printing Preferences Properties appear.

4 Make any settings you require and click [Apply].

Note

❒ Settings you make here are used as the default settings for all applications.

5 Click [OK].

Making printer settings from an application

To make the printer settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

Note

❒ The actual procedures you should follow to open the **[Print]** dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.

❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print...].

The **[Print]** dialog box appears.

2 Select the printer you want to use in the [Select Printer] box.

3 Make any settings you require and click [Apply].

4 Click [OK] to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing the default printer settings - Printer Properties

Limitation

❒ Changing the setting of the printer requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears .

2 Click to select the icon of the printer whose default settings you want to change.

3 On the [File] menu, click [Properties].

The Printer Properties appear.

4 Make any settings you require and click [OK].

Note

❒ Settings you make here are used as the default settings for all applications.

Changing the default printer settings - Default Document Properties

Limitation

❒ Changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The **[Printers]** window appears.

2 Click to select the icon of the printer you want to use.

3 On the [File] menu, click [Document Defaults...].

The Default Document Properties appear.

4 Make any settings you require and click [OK].

Note

❒ Settings you make here are used as the default settings for all applications.

Making printer settings from an application

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

Note

- ❒ The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- ❒ Any settings you make in the following procedure are valid for the current application only.

1 On the [File] menu, click [Print].

The **[Print]** dialog box appears.

2 Select the printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

3 Make any settings you require and click [OK].

4 Click [OK] to start printing.

Macintosh - Setting Up for Printing

Making paper settings from an application

1 Open the file you want to print.

2 On the [File] menu, click [Page Setup].

The **[LaserWriter 8 Page Setup]** dialog box appears.

3 Confirm that the printer you want to use is shown in [Format for:] box.

Then, use **[Paper]** to select the paper size you want to use.

Note

- ❒ If the printer is not shown in the **[Format for:]** box, use the pop-up menu to display a list of available printers.

Reference

The actual appearance of the **[Page Setup]** dialog box depends on the application you are using. See the documentation that comes with the Macintosh for more information.

4 After configuring the settings, click [OK].

Setting up for printing from an application

1. **Open the file you want to print.**

2. **On the [File] menu, click [Print].**

   The **[Printer]** dialog box appears.

3. **Confirm that the printer is selected in the [Printer :] box, and make the printer settings.**

4. **After configuring the settings, click [Print] .**

Canceling a Print Job

Windows 95/98/Me, Windows 2000, Windows NT 4.0 - Canceling a Print Job

1 Double-click the printer icon on the Windows taskbar.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

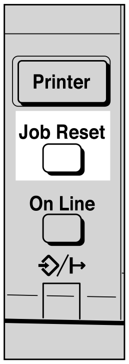
2 Select the name of the job you want to cancel.

3 On the [Document] menu, click [Cancel].

Note

- ❐ You can also open the print job queue window by double-clicking the printer icon in the **[Printers]** window.

4 Press 【Job Reset】 on the control panel.



The message appears on the panel display indicating that the print job is being canceled.

Important

- ❐ This procedure cancels the print job that is being processed by the printer. In some cases, the printer may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press **【Job Reset】**.
- ❐ When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- ❐ You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press **【Job Reset】**.
- ❐ A print job that contains a large volume of data may take considerable time to stop.

Macintosh - Canceling a Print Job

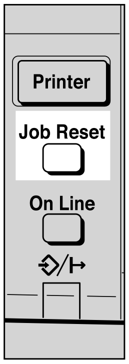
1 Double-click the printer's icon on the desktop.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

2 Select the name of the job you want to cancel.

3 Click the pause icon, and then click the trash icon.

4 Press【Job Reset】on the control panel.



The message appears on the panel display indicating that the print job is being canceled.

Important

- ❒ This procedure cancels the print job that is being processed by the printer. In some case, the printer may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press【Job Reset】.
- ❒ When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

Note

- ❒ You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press【Job Reset】.
- ❒ A print job that contains a large volume of data may take considerable time to stop.

2. Uninstalling the Printer Driver and Software

Uninstalling the PCL 6/5e Printer Driver

This section describes how to uninstall the printer driver. The actual procedure may differ depending on the operating system.

Follow one of the appropriate procedures below.

Windows 95/98/Me - Uninstalling the PCL 6/5e Printer Driver

1. **Close all applications that are currently running.**

2. **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.

3. **Click to select the icon of the printer you want to remove.**

4. **On the [File] menu, click [Delete].**

   A confirmation dialog box appears.

5. **Click [Yes] to uninstall the printer driver.**

Windows 2000 - Uninstalling the PCL 6/5e Printer Driver

Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

1. **Close all applications that are currently running.**

2. **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.

3. **Click to select the icon of the printer you want to remove.**

4. **On the [File] menu, click [Delete].**

   A confirmation dialog box appears.

5. **Click [Yes] to uninstall the printer driver.**

Windows NT 4.0 - Uninstalling the PCL 6/5e Printer Driver

Limitation

❒ Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you install a printer driver, log on using an account that has Full Control permission.

1. **Close all applications that are currently running.**
2. **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.
3. **Click to select the icon of the printer you want to remove.**
4. **On the [File] menu, click [Delete].**

   A confirmation dialog box appears.
5. **Click [Yes] to uninstall the printer driver.**

Uninstalling the PostScript Printer Driver

This section describes how to uninstall the PostScript printer driver.
The actual procedure may differ depending on the operating system.
Follow one of the appropriate procedures below.

Windows 95/98/Me - Uninstalling the PostScript Printer Driver

1. **Close all applications that are currently running.**
2. **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.
3. **Click to select the icon of the printer you want to remove.**
4. **On the [File] menu, click [Delete].**

   A confirmation dialog box appears.
5. **Click [Yes] to uninstall the printer driver.**

Windows 2000 - Uninstalling the PostScript Printer Driver

Limitation

❒ Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

1. **Close all applications that are currently running.**
2. **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.
3. **Click to select the icon of the printer you want to remove.**
4. **On the [File] menu, click [Delete].**

   A confirmation dialog box appears.
5. **Click [Yes] to uninstall the printer driver.**

Windows NT 4.0 - Uninstalling the PostScript Printer Driver

Limitation

❒ Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you uninstall a printer driver, log on using an account that has Full Control permission.

1. **Close all applications that are currently running.**
2. **Click [Start] on the taskbar, point to [Settings], and then click [Printers].**

   The **[Printers]** window appears.
3. **Click to select the icon of the printer you want to remove.**
4. **On the [File] menu, click [Delete].**

   A confirmation dialog box appears.
5. **Click [Yes] to uninstall the printer driver.**

Macintosh - Uninstalling the PostScript Printer Driver

1. **Delete the "PPD" file inside the [Printer Description] folder in the [Extensions] folder in [System Folder].**

Error & Status Messages on the Control Panel

Messages/Second messages	Description	Solution
Add Toner Open Front Cover and /Follow Instructions to Replace it	Toner is running out.	It is time to supply toner.
Clear Misfeed(s) /Follow instructions in Front Cover	There is misfeed at the front cover.	Remove the misfed paper following the instructions inside the front cover.
Close Front/Right Cover	The front or right cover is open.	Close the front or right cover.
Load Bypass Tray [Paper Size]	There is no paper left in the Bypass Tray.	Load paper into the Bypass Tray.
Load Paper [Paper Size]	The paper size setting on the tray differs from that of printer driver.	Load paper that matches the paper size settings. Printing will not automatically resume if the paper size and orientation settings are incorrect.
Load Tray # [Paper Size]	There is no paper left in this tray.	Load paper into the tray indicated.
Memory Overflow Job Incomplete	A memory overflow has occurred.	Add memory to the printer.
Memory Full Job Incomplete	A memory full has occurred.	Add memory to the printer.
Printing...	The printer is printing.	Wait for a while.
Print Overrun Job Incomplete	A print overrun occurred on a file being printed. Only a part of the data on the page will be printed, and the print job is suspended, or the current print job has been canceled.	To print the image correctly, add memory to the printer or simplify the actual data size. Set "Page Protect" to "On" on the printer driver. Be sure to return "Page Protect" to "Auto" after the print job. With "Page Protect" "On", the printer performance might be decreased. While using the PostScript printer driver, lower the resolution setting.

Messages/Second messages	Description	Solution
Processing...	The printer is processing internally.	Wait for a while.
Ready	The printer is online and ready to print.	If you want to set the printer offline, press 【**Online**】.
Resetting Job...	The print job is being reset.	Wait for a while.
Toner is Almost Empty	Toner is almost running out.	Replace the toner early to prevent poor print quality.
Waiting...	The printer is waiting for the next print job.	Wait for a while.
Warming Up...	The printer is warming up or toner is being supplied.	Wait until the panel display changes to "Ready".

Machine Does Not Print

Possible Cause	Solutions
Is the power on?	Turn on the machine.
Is the interface cable properly connected?	Connect the interface cable properly. If there are any connectors or screws, make sure that they are fastened securely.
Are you using the correct interface cable?	Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one.
Did you connect the interface cable after turning on the main switch?	Be sure to connect the interface cable before turning on the main switch.
Is the machine Online?	Make it Online by touching the **[Online]** key.
Is the specified paper set?	Set the specified paper in any of the input trays.
Are there any error messages on the panel display?	Check the error message, and take the required action.
Does the indicator above the Printer Mode key stay red?	Check the error message, and take the required action.
Is the Data-in Indicator blinking or lit?	If not, the data does not reach the machine. Check the printer cable connection. Also confirm that the printer port settings are correct.
Can you print a configuration page?	If you cannot, check the printer cable connection. Also confirm that the printer port settings are correct.
Can you make a "Print Test Page" from the printer driver?	If you cannot, the machine might be out of order. Contact your sales or service representative.

Other Printing Problems

Problem	**Action**
An image is printed on the reverse side of the paper.	Set the paper upside down.
Multiple pages are fed through the printer at once.	Remove all the paper from the tray and fan them gently.
Paper misfeeds occur frequently.	Check the paper size settings. Use the recommended paper. Avoid using curled, folded or wrinkled paper, perforated paper, or glossy paper.
An control panel error message stays on after removing the misfed paper.	A paper misfeed message will remain until the front cover is opened and then closed. Open the front cover and close it.
It takes a long time for the printer to start printing.	The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job.
It takes too much time to complete the print job.	The data is so large or complex that it takes time to process it. If the Data In indicator is blinking, the data processing is being done. Just wait until it is finished.
Windows 95/98/Me, 2000, NT 4.0 : The computer does not recognize the installed printer options.	If the printer is not connected to a network, specify which options you have installed using the printer driver. See the HELP file of the printer driver.
No image is printed when loading paper on the bypass tray.	The machine operates the function that forces to feed the paper in three minutes after you load the paper on the bypass tray. Load the paper on the bypass tray again.

4. Using the Control Panel

Though the factory default settings of the printer are suitable for most printing jobs, the "Printer Features" gives you access to a number of settings that control basic printer operations. "Printer Features" settings you make are retained even when you turn off the printer.

Reference

For more information about the copy features and their system settings, see the "Copy Reference" and the "System Settings" manuals.

Note

❒ Some of the settings accessed by the printer driver can be accessed by the “Printer Features”. Settings made by the printer driver take priority over settings by the“Printer Features”.

Adjusting Printer Features

Printer Features Menu

There are four menu items in the "Printer Features" menu.

- Job Control
- Network Setup
- Maintenance
- List Print

You can select functions in the following table.

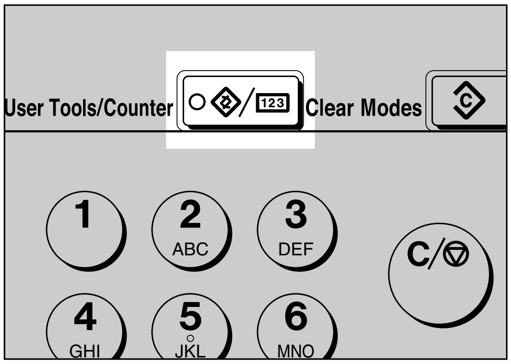
Category	**Function menu**		
Job Control ⇒ p.27	Paper Input	Tray Priority	
		Tray Locking	
		Bypass Paper Size	Standard Size
			Custom Size
	Print Quality	Edge Smoothing	
		Resolution	PCL
			PS
		Toner Saving	
	System	Print PS Errors	
		I/O Timeout	
		I/O Buffer	
		Page Protect	
		Auto Continue	
		Sub Paper Size	
	PCL Menu	Orientation	
		Form Lines	
		Font Source	
		Font Number	
		Point Size	
		Font Pitch	
		Symbol Set	

Category	Function menu
Network Setup *1 ⇒ p.34	IP Address
	Subnet Mask
	Gateway Address
Maintenance ⇒ p.35	Restart Printer
	Menu Reset
	Hex Dump
List Print ⇒ p.37	Configuration Page
	Menu List
	PCL Font List
	PS Font List *2

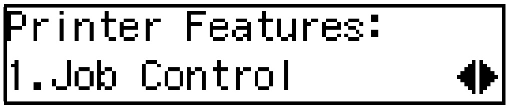
*1 Optional Network Interface Board is required.
*2 Optional PostScript level2 Compatible Kit is required.

Accessing the Printer Features Menu

Press **【User Tools/Counter】**.



Press the ◁ or ▷key to display “5.Printer Features”, then press **【OK】**. The following screen appears on the panel display.



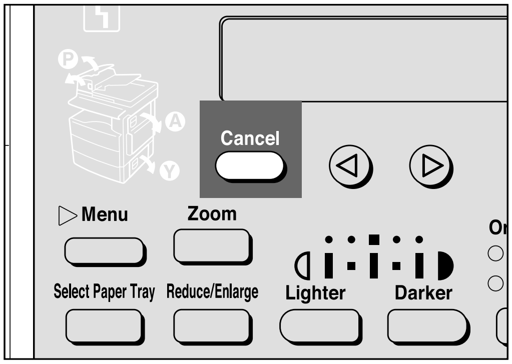
```
Printer Features:
1.Job Control        ◀▶
```

Press the ◁ or ▷key to display the following four items one by one.

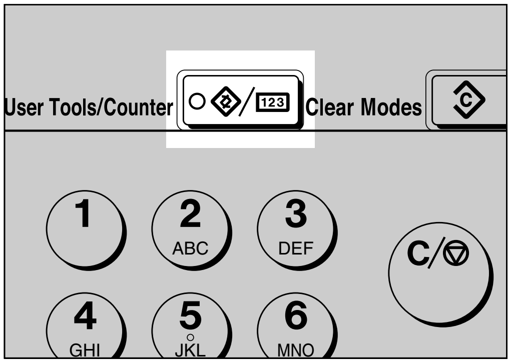
- Job Control
- Network Setup
- Maintenance
- List Print

Note

- ❒ ▷ key : Press to go to the next menu.
- ❒ ◁ key : Press to go back to the previous menu
- ❒ After making the printer settings, be sure to return to the previous menu by pressing **【Cancel】**.


Cancel
Menu
Zoom
Select Paper Tray
Reduce/Enlarge
Lighter
Darker

- ❒ After making the printer settings, press **【User Tools/Counter】** to return to the initial display.


User Tools/Counter
Clear Modes
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
C/⊘

- ❒ The revised settings are not canceled even if the power switch is turned off.

Printer Features Parameters

Job Control Menu

There are four menu items in the "Job Control" menu.

- Paper Input
- Print Quality
- System
- PCL Menu

Job Control Parameters

❖ Paper Input

Menu	Description
Tray Priority	When no tray or paper size is selected for a print job, the tray selected here is used. Tray 1, Tray 2 **Note** ❒ Default: *Tray 1* ❒ Only the installed trays appear on the panel display. ❒ It is recommended that you load paper having the size and direction you frequently use in the tray selected with "Tray Priority".
Tray Locking	If you use different kinds of paper, you can lock a tray to prevent printing on wrong paper such as letterhead or colored paper. When "Auto Select" is selected in the Paper Source selections from the printer driver, the locked tray will not be used. Tray 1, Tray 2, None **Note** ❒ Default: *None* ❒ This menu is invalid if the optional tray is not installed. ❒ If you want to use the locked tray, you must select the tray from the printer driver. ❒ When a locked tray is selected from the printer driver, the printer does not search for any other tray.

Menu	Description
Bypass Paper Size	You can specify the paper size, standard or custom, for the bypass tray. When the bypass paper size is not specified, the paper size you set on the control panel is used. If you use PCL 6 or PS2 printer driver to print custom paper size, the paper size you set in the printer driver is used. If you use PCL 5e printer driver to print custom paper size, paper size you set on the control panel is used. If the Bypass Tray can hold paper of either the short edge feed size or the long edge feed size, use the short edge feed size. **Note** ❒ Specifications of bypass tray depends on the machine. Confirm which type of machine you have. See the Copy Reference.

❖ Print Quality

Menu	Description
Edge Smoothing	You can set whether to enable Edge Smoothing. • On • Off **Note** ❒ Default: *On* ❒ If "Toner Saving" is "On", "EdgeSmoothing" is ignored even if it is "On". ❒ The setting in the printer driver takes priority of the setting on control panel.
Resolution	You can set the print resolution in dots per inch. **❖ PCL** 300 dpi, 600 dpi **❖ PS** 300 dpi, 600 dpi **Note** ❒ Default: 600 dpi ❒ The setting in the printer driver takes priority of the setting on control panel.

Menu	Description
Toner Saving	You can select whether to enable Toner Saving. • Off • On **Note** ❒ Default: *Off* ❒ If "Toner Saving" is "On", "EdgeSmoothing" is ignored even if it is "On". ❒ The setting in the printer driver takes priority of the setting on control panel.

❖ System

Menu	Description
I/O Timeout	You can set how many seconds the printer should wait before ending a print job. If data from other port often appears in the middle of the print job, you should increase the timeout value. 15 seconds, 30 seconds, 60 seconds, 180 seconds, 300 seconds **Note** ❒ Default: *30 seconds*
I/O Buffer	You can set the size of the I/O Buffer. Normally it is not necessary to change this setting. 16 KB, 32 KB, 64 KB, 128 KB, 256 KB, 512 KB **Note** ❒ Default: *32 KB*
Print PS Errors	You can set whether the PS error sheet should be printed out. • Off • On **Note** ❒ Default: *Off*
Page Protect	When the "Print Overrun. Job Incomplete." message appears on the panel display, set this function to "On". • Auto • On **Note** ❒ Be sure to return "Page Protect"to "Auto" after the print job. With "Page Protect" "On", the printer performance might be decreased. ❒ Default: *Auto* ❒ The setting in the printer driver takes priority of the setting on control panel.

Menu	Description
Auto Continue	You can set whether to enable Auto Continue. When it is set to "On", the printing continues even if the following error messages appear on the display. "Print Overrun. Job Incomplete.", "Memory Overflow. Job Incomplete.", "Memory Full. Job Incomplete." • Off • On **Note** ❒ When it is "On", and a certain type of error occurs, the current job might be canceled, and the printer automatically resumes the next job. ❒ Default: *Off*
Sub Paper Size	You can enable the Auto Substitute Paper Size feature between A4 and letter size. When you select "On", the printer substitutes A4 ↔ letter size if the paper currently specified is not loaded. • Off • On **Note** ❒ Default: *Off*

❖ PCL Menu

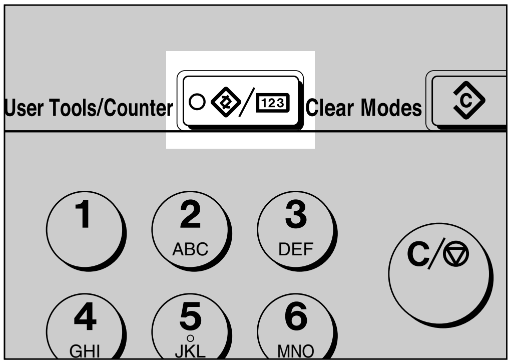
Menu	Description
Orientation	You can set the page orientation. • Portrait • Landscape **Note** ❒ Default: Portrait
Form Lines	You can set the number of lines per page. 5-128 **Note** ❒ Default: 64 (Metric version), 60 (Inch version)
Font Source	You can set the location of the default font. • Internal • Download **Note** ❒ Default: Internal ❒ When you select "Download", you can select only fonts downloaded to printer RAM.

Menu	Description
Font Number	You can set the ID of the default font you want to use. • 0 to 54 (for Internal) • 1 to 50 (for Download source) **Note** ❒ Default: Internal ❒ Default: 0
Point Size	You can set the point size you want to use for the default font. 4 to 999.75 by 0.25 **Note** ❒ Default: 12.00 ❒ This setting is effective only for a variable-space font.
Font Pitch	You can set the number of characters per inch you want to use for the default font. 0.44 to 99.99 by 0.01 **Note** ❒ Default: 10.00 ❒ This setting is effective only for a fixed-space font.
Symbol Set	You can specify the set of print characters for the default font. The available options are as follows. Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, VN Intl, VN US, MS Publ, Math-8, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0 **Note** ❒ Default: Roman-8

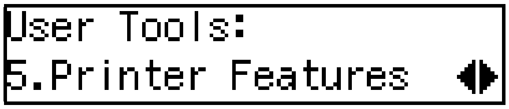
Changing the Paper Input Menu

The following procedure describes changing the “Tray Priority” as an example in the “Paper Input”menu.

1 Press 【User Tools/Counter】.



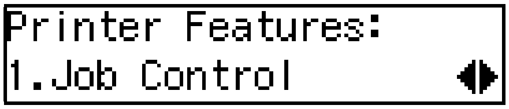
2 Press the ◁ or ▷key until the following message appears on the panel display.



```
User Tools:
5.Printer Features ◀▶
```

3 Press 【OK】.

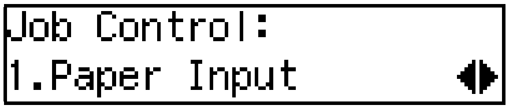
The following screen appears on the panel display.



```
Printer Features:
1.Job Control ◀▶
```

4 Press 【OK】.

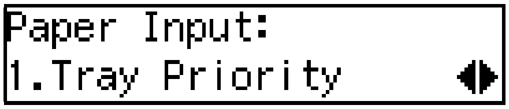
The following screen appears on the panel display.



```
Job Control:
1.Paper Input ◀▶
```

5 Press 【OK】.

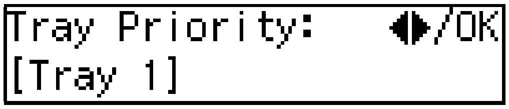
The following screen appears on the panel display.



```
Paper Input:
1.Tray Priority ◀▶
```

6 **Press 【OK】.**

The following screen appears on the panel display.



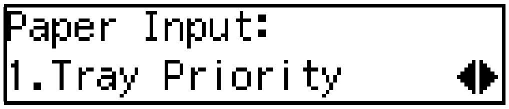
```
Tray Priority:    ◀▶/OK
[Tray 1]
```

7 **Press the ◁ or ▷key to select the tray type you want to use.**

8 **Press 【OK】.**

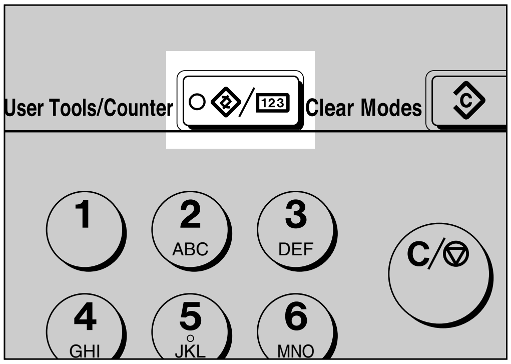
“Programmed” is displayed for two seconds.

9 **The following screen appears on the panel display.**



```
Paper Input:
1.Tray Priority      ◀▶
```

10 **Press 【User Tools/Counter】 to return to the initial display.**



User Tools/Counter
Clear Modes
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
C/⊘

Network Setup Menu

There are three menu items in the “Network Setup” menu.

- IP Address
- Subnet Mask
- Gateway Address

Note

❒ This “Network Setup” menu appears only when installing the optional Network Interface Board.

Network Setup Parameters

Menu	Description
IP Address	You can set the IP Address. **Note** ❒ Default: *All zero* **Reference** See *“Configuring the Printer for the Network with the Control Panel”* in "Printer Reference 1".
Subnet Mask	You can set the Subnet Mask. **Note** ❒ Default: *255.000.000.000* **Reference** See *“Configuring the Printer for the Network with the Control Panel”* in "Printer Reference 1".
Gateway Address	You can set the Gateway Address. **Note** ❒ Default: *All zero* **Reference** See *“Configuring the Printer for the Network with the Control Panel”* in "Printer Reference 1".

Maintenance Menu

There are three menu items in the “Maintenance” menu.

- Restart Printer
- Menu Reset
- Hex Dump

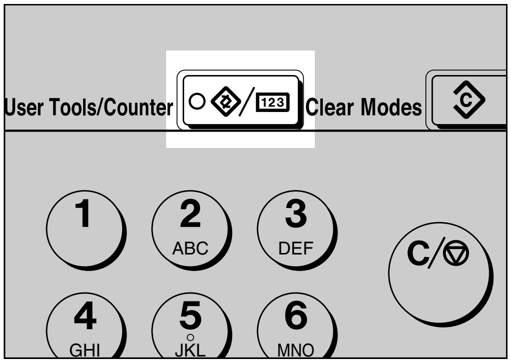
Maintenance Parameters

Menu	Description
Restart Printer	You can restart the printer. ⇒ p.35 “Restarting a Printer”
Menu Reset	You can reset the menu settings to the factory defaults except the optional Network Interface Board settings.
Hex Dump	You can set to isolate the source of a print job problem. With this function “On”, all data sent to the printer is printed in hexadecimal character representation. • On • Off **Note** ❒ Default: *Off*

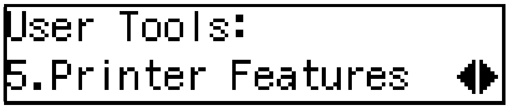
Restarting a Printer

The following procedure describes selecting the “Restart Printer” as an example in the “Maintenance” menu.

1 Press **【User Tools/Counter】**.



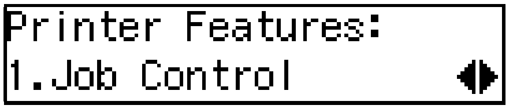
2 Press the ◁ or ▷key until the following message appears on the panel display.



```
User Tools:
5.Printer Features ◀▶
```

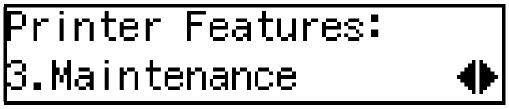
3 Press [OK].

The following screen appears on the panel display.



```
Printer Features:
1.Job Control ◀▶
```

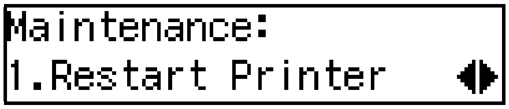
4 Press the ◁ or ▷key until the following message appears on the panel display.



```
Printer Features:
3.Maintenance ◀▶
```

5 Press [OK].

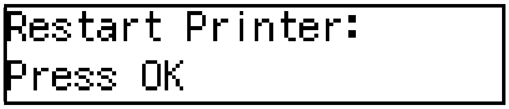
The following screen appears on the panel display.



```
Maintenance:
1.Restart Printer ◀▶
```

6 Press [OK].

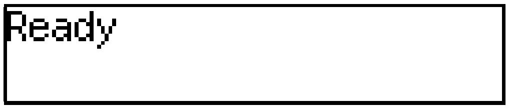
The following screen appears on the panel display.



```
Restart Printer:
Press OK
```

7 Press [OK].

"Ready" appeares on the panel display.



```
Ready
```

List Print Menu

There are four menu items in the "List Print" menu.

- Configuration Page
- Menu List
- PCL Font List
- PS Font List

List Print Parameters

Menu	Description
Configuration Page	You can print a Configuration Page. ⇒ p.37 "Printing a Configuration Page"
Menu List	You can print the Menu List which shows the function menus of this machine.
PCL Font List	You can print a PCL Font List.
PS Font List	You can print a PS Font List.

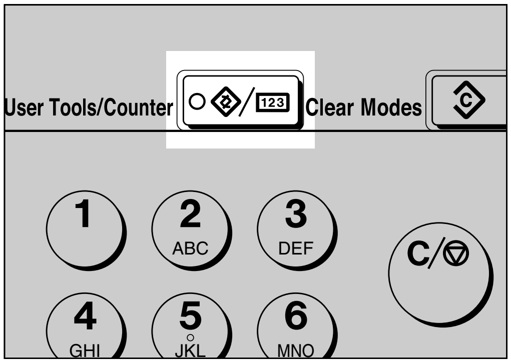
Printing a Configuration Page

The following procedure describes printing the "Configuration Page" as an example in the "List Print"menu.

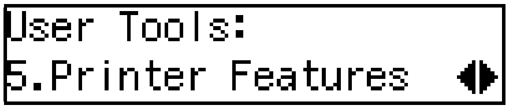
Reference

For more information, see p.39 "Interpreting the Configuration Page".

1 Press 【User Tools/Counter】.



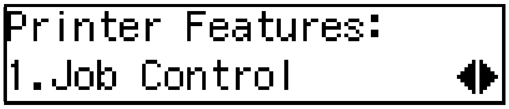
2 Press the ◁ or ▷key until the following message appears on the panel display.



```
User Tools:
5.Printer Features   ◀▶
```

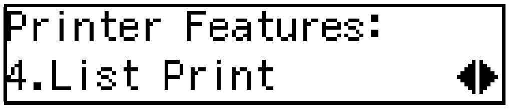
3 **Press [OK].**

The following screen appears on the panel display.



```
Printer Features:
1.Job Control     ◀▶
```

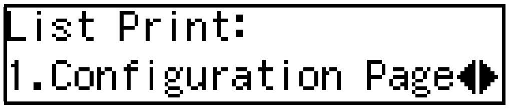
4 **Press the ◁ or ▷key until the following message appears on the panel display.**



```
Printer Features:
4.List Print      ◀▶
```

5 **Press [OK].**

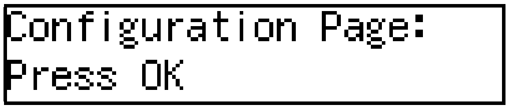
The following screen appears on the panel display.



```
List Print:
1.Configuration Page◀▶
```

6 **Press [OK].**

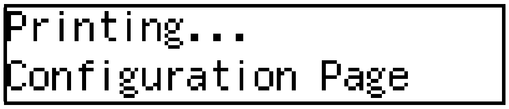
The following screen appears on the panel display.



```
Configuration Page:
Press OK
```

7 **Press [OK].**

The following screen appears on the panel display.



```
Printing...
Configuration Page
```

In a short time, the printing of the configuration page will start.

Important

- ❒ If you cannot complete printing a configuration page correctly, make sure an error message appears on the panel display. For more information about error messages, see p.19 "Error & Status Messages on the Control Panel".

Interpreting the Configuration Page

Reference

❖ Printer ID

Shows the serial number assigned to the board by its manufacturer.

❖ Firmware Version

Shows the version number of the printer firmware.

❖ Pages Printed

Shows the total number of pages printed by the printer to date.

❖ Total Memory

Shows the total amount of memory (SDRAM) installed on the printer.

❖ Options

Show the options that you installed.

Job Control

Shows the settings made under the “Job Control” menu.

Reference

For more information, see p.27 “Job Control Menu”.

Network Setup

Shows the settings you made under the “Network Setup” menu.

When DHCP is active on the network, the actual IP Address, Subnet Mask and Gateway Address appear in parentheses on the configuration page.

Reference

For more information, see p.34 “Network Setup Menu”.

Maintenance

Shows the settings you made under the “Maintenance”.

Reference

For more information, see p.35 “Maintenance Menu”.

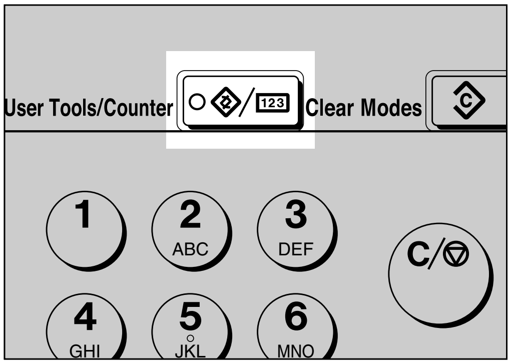
Error Log

Shows the log of printer errors.

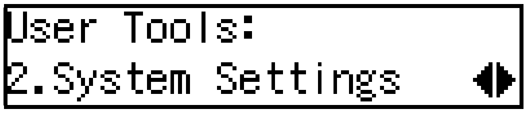
Adjusting System Settings

Accessing the System Settings

1 Press 【User Tools/Counter】.

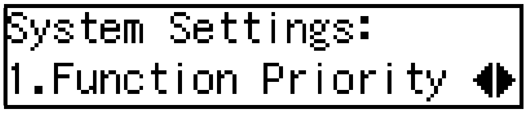


2 Press the ◁ or ▷key to display “2.System Settings”.


User Tools:
2.System Settings ◀▶

3 Press 【OK】.

The following screen appears on the panel display.


System Settings:
1.Function Priority ◀▶

Select the desired menu you want to change.

4 Change the settings by following the instructions on the panel display, then press 【OK】.

⇒ p.41 “System Settings Parameters”

Note

❒ Press the 【Language】 key to switch the display language.

Exiting from the User Tools/Counter

1 Press 【User Tools/Counter】.

System Settings Parameters

This section contains the information about the parameters used for the printer.

Reference

For more information about the other parameters in the System Settings menu, see the "System Settings" manual.

Menu	Description
1.Function Priority	You can specify the mode (Copier or Facsimile) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❒ Default: *Copier*
3.System Reset	The machine returns to its prioritized mode automatically after your job is finished, when you selected the time. This function is called "System Reset". The time can be set from 10 to 999 seconds, or no system reset. **Note** ❒ Default: On (*60 seconds*) ❒ You can specify the prioritized mode with the user tools. See "1.Function Priority".
6.Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off ". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *60 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on. ❒ When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or the printer data.
13Measurement Unit	You can select the measurement unit. • mm • inch **Note** ❒ Default: *mm*

5. Appendix

Specifications

This section contains the electrical and hardware specifications for the printer, including the information about the options.

Component	Specification
Resolution	300 × 300 dpi; PCL5e [*1] , PS2 [*2] 600 × 600 dpi; PCL5e [*1] , PCL6, PS2
Printing Speed	Printing Speed depends on the machine. Confirm which type of machine you have.
Parallel Interface	Standard 36-pin printer cable and a parallel port on the host computer. IEEE1284 **Note** ❒ Do not use a parallel cable that is longer than 3 meters (10 feet).
Printer Language	PCL5e , PCL6 PS2 (option)
Fonts	**PCL5e, PCL6** 35 Intellifonts, 10 True Type fonts **PS2 (option)** 80 PS Resident fonts
Memory	**Standard :** 16MB **Optional SDRAM :** 32MB, 64MB, 128MB
Operation Systems supported by this printer	Windows 95 [*3] /98 [*4] /Me [*5] Windows 2000 [*6] Windows NT 4.0 [*7] Mac OS [*8]
Network	**Topology :** Ethernet 10BASE-T/100BASE-TX
	Protocol : TCP/IP, IPX/SPX, AppleTalk
Network Cable	10BASE-T/100BASE-TX interface cable with ferrite core.

[*1] For PCL5e, only 600dpi is selectable from the printer driver.

[*2] PostScript level2 Compatible

[*3] Microsoft Windows 95 operating system

[*4] Microsoft Windows 98 operating system

[*5] Microsoft Windows Millennium Edition

[*6] Microsoft Windows 2000 Professional
Microsoft Windows 2000 Server

[*7] Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

[*8] Required version is 8 or 9 operating system. With Mac OS X, the machine operates in only Classic mode.

Options

Network Interface Board Type 1018

- **Topology:**
  Ethernet (10BaseT/100BaseTX)
- **Protocols:**
  TCP/IP, IPX/SPX, AppleTalk
- **Interface Connector:**
  RJ45
- **Required Cable:**
  Interface cable with ferrite core
  Interface cable is not provided with this option.

Memory Unit

- **Module Type:**
  SO-DIMM (Small Outline Dual-in-line Memory Module)
- **Memory Type:**
  SDRAM (Synchronous Dynamic RAM)
- **Number of Pins**
  144 pins
- **Compatible:**
  PC100 compatible

Type 1018 PostScript level2 Compatible Kit

PostScript level2 compatible.

INDEX

A

Auto Off Timer, 41

C

Cancel key, 26
Config. Page, 37
Configuration Page, 37

E

error, 19

F

Function Priority, 41

H

Hex Dump, 35

J

Job Control, 25, 27

L

List Print, 25, 37

M

Macintosh, 18
Maintenance, 25, 35
Measurement Unit, 41
menu, accessing, 25
Menu List, 37
Menu Reset, 35
messages, 19

N

Network Setup, 25, 34

P

panel display, messages, 19
Paper Input, 27
Parameters, 27
PCL 5e, 1
    Windows 2000, uninstalling, 15
    Windows 95/98/Me, uninstalling, 15
    Windows NT 4.0, uninstalling, 16
PCL 6, 1
    Windows 2000, uninstalling, 15
    Windows 95/98/Me, uninstalling, 15
    Windows NT 4.0, uninstalling, 16
PCL Font List, 37
PCL Menu, 27
PostScript
    Windows 2000, uninstalling, 17
    Windows 95/98/Me, uninstalling, 17
    Windows NT 4.0, uninstalling, 18
PostScript Printer Driver
    Macintosh, uninstalling, 18
Printer Features, 24
Print Quality, 27
PS Font List, 37

R

Restart Printer, 35

S

System, 27
System Reset, 41
System Settings, 40

T

Troubleshooting, 19

U

User Tools/Counter key, 26

W

Windows 2000
  PCL 5e, uninstalling, 15
  PCL 6, uninstalling, 15
  PostScript, uninstalling, 17
  printer properties, PCL, 2
  printer properties, PostScript, 7
Windows 95/98/Me
  PCL 5e, uninstalling, 15
  PCL 6, uninstalling, 15
  PostScript, uninstalling, 17
  printer properties, PCL, 1
  printer properties, PostScript, 6
Windows 95/98/Me, Windows 2000, Windows NT
  canceling a job, 12
Windows NT 4.0
  document defaults, PCL, 4
  document defaults, PostScript, 9
  PCL 5e, uninstalling, 16
  PCL 6, uninstalling, 16
  PostScript, uninstalling, 18
  printer properties, PCL, 4
  printer properties, PostScript, 9

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution(in case of IEEE1284 environment) :

Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Caution (in case of 100BaseTX environment):

Interface cable with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer Controller
Model Number: Type 1013
Responsible party: Ricoh Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
Telephone number: 973-882-2000
This device complies with part 15 of FCC Rules.
Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Copyright © 2001

PRINTER Controller Type 1013 Operating Instructions Printer Reference 2 (option)

UE USA B441-8627